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)]
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SSR 2017-2022

6.5.3- **The Quality assurance initiatives of the institution:**

2017-2022

2017-2022	1. REGULAR IQAC MEETINGS, MINUTES OF MEETING AND ACTION TAKEN REPORT

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

2017-2018

Agenda of meeting to be held on 2nd Dec 2017

The meeting of the IQAC will be held on 2nd Dec 2017 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The agenda of the meeting is as follows.

The agenda of the meeting is as follows:

Item No.1:.To discuss and finalize the subcommittees by each of the criteria coordinators.

Item No 2: To discuss and clarify the Criteria requirements according to the new NAAC guidelines.

Item No.3: Any other items with the permission of the Chair.

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on 2nd Dec 2017 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The following members were present:-

1) Dr. G. H. Gidwani – Principal
2) Mrs.Stella Ambrose- Vice principal
3) Mrs.Madhuchanda Banerjee – Vice Principal
4) Dr. .Soniya Chavan-COE
5) Mrs.Shalini Iyer
6) Dr. Jaya Rajagopalan
7) Dr.Vaishali Joshi
8) Dr.Snober Sataravala
9) Mrs.Swatee Sarwate

Item No.1:.To discuss and finalize the subcommittees by each of the criteria coordinators.

Discussion: The following are the subcommittees were finalized :

Criterion II: TEACHING LEARNING EVALUATION

Committee Coordinator: Dr. Snober Satarawala

Sub Committee members:

1) Dr. Soniya Chavan
2) Ms. Elizabeth Kanade
3) Mrs. Rekha Kankariya
4) Mrs. Ashwini Kulkarni

Criterion III: SOCIAL OUTREACH AND EXTENSION

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Committee Coordinator: Dr. Vaishali Joshi

Sub Committee members:

1) Mrs. Hasina Shaikh
2) Mrs. Veena Kenchi
3) Mrs. Jyoti Mungal

Criterion III: CONSULTANCY

Committee Coordinator: Mrs. Swatee Sarwate

Sub Committee members:

1) Mrs. Sharmin Palsetia
2) Mrs. Alka Kalhapure

Criterion III: RESEARCH

Committee Coordinator: Dr. Vaishali Diwakar

Sub Committee members:

1) Mrs. Anitha Menon
2) Mrs. Monica Rajguru

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

Committee Coordinator: Mrs. Stella Ambrose

Sub Committee members:

1) Mrs. Smita Borkar
2) Mrs. Swati Pulate

CRITERION V: STUDENT SUPPORT AND PROGRESSION

Committee Coordinator: Mrs. Ashwini Kulkarni

Sub Committee member

1) Mrs. Shubhangi Jagtap

CRITERION VI: GOVERNANCE LEADERSHIP & MANAGEMENT

Committee Coordinator: Dr. Rama Venkat

Sub-Committee:

1) Dr. Dimple Buche
2) Mrs. Rajni Singh

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CRITERION VII: INNOVATION AND BEST PRACTICES

Committee Coordinator: Dr. Jaya R.

Item No 2: To discuss and clarify the Criteria requirements according to the new NAAC guidelines

Teaching learning evaluation criteria was discussed for clarification. It was decided that to improve learning outcomes the following initiatives could be considered

- Digital Learning resources need to be improved. Various possibilities for the same were discussed:
- Digital material to be consistently available to students for recap
- Orientation to online repository

Item No.3: Any other items with the permission of the Chair.

Monthly reports to be submitted by each criteria coordinator – by the 25th of every month

The reports should include:

➢ Minutes of the meetings held with subcommittees
➢ The report should be in the format of:
  - Action planned
  - Action taken
  - Outcome

No any other item was placed before the meeting. The meeting was concluded with vote of thanks.

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

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

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Agenda of meeting to be held on 11th Dec 2017

The meeting of the IQAC will be held on 11th Dec 2017 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The agenda of the meeting is as follows.

Item No.1: Criteria 2(Teaching Learning Evaluation) discussion and clarifications raised by the Criteria coordinator.

Item No 2: Identifying area of improvement and plan of action for Criteria 3 - Extension and Social Outreach activities.

Item No 3: Identifying area of improvement for Criteria 3 – Research

Item No. 4: Finalization of subcommittees for Criteria 1- Curriculum and Criteria 3- Research.

Item No.5: Any other items with the permission of the Chair.

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on 11th Dec 2017 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The following members were present:-
10) Dr. G. H. Gidwani – Principal
11) Mrs.Stella Ambrose- Vice principal
12) Dr. .Soniya Chavan-COE
13) Mrs.Shalini Iyer
14) Dr Vaishali Diwakar
15) Dr. Jaya Rajagopalan
16) Dr.Vaishali Joshi
17) Dr.Snober Sataravala
18) Mrs.Swatee Sarwate
19) Mrs.Ashwini Kulkarni

Item No.1: To discuss Criteria 2 (Teaching Learning Evaluation)

Discussion: The following decisions were taken to attempt to improve the pass percentage in students.

- All teachers will be give subject wise lists of students who have backlogs in the concerned subject. These lists will be given by the exam cell to the respective teachers.
- Teachers will interact with the students and obtain a feedback to the reasons for failure in the subject. This could be done in the form of an open ended discussion with the students and then consolidated.

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- Every department would analyse the reasons and suggest solutions to improve the pass percentage of the students. These solutions would be implemented in the current semester so that an outcome study of the efforts could be made in the results of Sem II/IV/VI.
- Question bank with pointers to the answers tobe kept in the library/ online repository for student access.

Item No 2 : Identifying area of improvement and plan of action for Criteria 3 - Extension and Social Outreach activities.

Discussion: The following decisions were taken widen scope of social outreach

- College faculty to be informed about the various NGO's working in the city of Pune. This would be done by the Criteria Coordinator Dr.Vaishali Joshi
- Every department would collaborate with an NGO and engage in continuous year long activities with the same. The name and details of the chosen NGO need to be shared with Vaishali Joshi, to avoid overlap and repetitions.
- Attempts to be made to collaborate with CSR departments of the corporate sector.

Item No 3: Identifying area of improvement for Criteria 3 – Research

Discussion: The following decisions were taken to improve research output

- Every department has to mandatorily submit one research project proposal per academic year to various funding agencies. The research committee will keep the faculty aware and updated of the funding agencies and grants available for research
- Every teachers has to publish one research paper per academic year in the UGC approved list of journals.

Item No. 4: Finalization of subcommittees for Criteria 1- Curriculum and Criteria 3- Research.

Discussion: The following subcommittees for Criteria 1- Curriculum and Criteria 3- Research were finalized.

Criterion I : CURRICULUM

Committee Coordinator: Mrs. Shalini Iyer
Sub Committee members:

1) Dr. Arwah Madan
2) Ms. Meenakshi B

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3) Mrs. Vrushali Paranjape
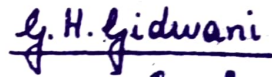4) Dr. Sandhya Pandit

Criterion III : RESEARCH

Committee Coordinator: Dr. Vaishali Diwakar
Sub Committee members:

3) Mrs. Anitha Menon
4) Mrs. Monica Rajguru

Item No.5:   Any other items with the permission of the Chair.

No any other item was placed before the meeting. The meeting was concluded with vote of thanks.

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

Principal
St. Mira's College for Girls

Agenda of meeting to be held on 2nd April 2018

The meeting of the IQAC will be held on 2nd April 2018 at St. Mira's College for Girls, Pune at 11.15 a.m. in the Principal's office. The agenda of the meeting is as follows.

The agenda of the meeting is as follows:

Item No.1: Review of the work done in the academic year 2017-18 by the Criteria committee coordinators (Criteria I, II and III)

Item No 2: Areas of concern recognized by the committee coordinators

Item No 3: Briefing about the AQAR writing process.

Item No.4: Any other items with the permission of the Chair.

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on 2nd April 2018 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The following members were present:-

20) Dr. G. H. Gidwani – Principal

21) Mrs.Stella Ambrose- Vice principal

22) Mrs.Shalini Iyer – Vice Principal

23) Dr. .Soniya Chavan-COE

24) Dr.RamaVenkat

25) Dr.Vaishali Diwakar

26) Dr. Jaya Rajagopalan – IQAC coordinator

27) Dr.Vaishali Joshi

28) Dr.Snober Sataravala

29) Mrs.Swatee Sarwate

30) Mrs.Ashwini Kulkarni

Item No.1: Review of the work done in the academic year 2017-18 by the Criteria committee coordinators.

Discussion: Review of the Criteria I, II and III were discussed.

Criteria I: Curriculum development

- Following the NAAC guidelines, it was decided that the MSC course to be launched in the year 2018-19 should include topics on green technology.

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- It was decided to call for an academic council meeting to relook at the Hindi syllabus for all the three years of undergraduate study, to re-assess whether the syllabus had adequate content for 60 lecture hours.
- In case of one-person departments, it was decided that the BOS must have the Head of the Dept at SPPU/Senior faculty member of external institution / Member on the Senate/ Member on the Subject BOS at SPPU.
- It was discussed to explore the possibility of whether students could accumulate extra credits from the courses run by departments at SPPU. The college will be sending a proposal to the SPPU in this regard.
- It was proposed that Curriculum feedback from students needs to be taken and used in the designing of the new syllabus. We have been collecting feedback from all students, which however was mainly in quantitative format and was unable to provide concrete suggestions for syllabus revision.
- Hence it was decided that a committee of representative students from all classes need to be formed to collect feedback which could be used in curriculum development. This group must consist of students representing diverse backgrounds. It was discussed to explore this method of feedback collection in the next semester.

Criteria II: Teaching, Learning and Evaluation
- It was decided to assess the reasons for failures of the students.
- Ineffective teacher communication skills were identified as one area that may require inputs.
- To encourage honest disclosure from students about problems in teaching, feedback should be taken by the head of the department / another teacher from the department.
- Online exams should not be bunched together.
- It was decide to recalculate the failure rates by taking into account the number of students who actually appeared for the exams, rather than the number of students who were given the hall tickets.

Criteria 3:
Research-
- To explore funding agencies for science for unaided departments

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- To encourage faculty for applying for research projects with various funding agencies
- It was decided to constitute a research fund, in which teachers from the unaided posts will get a funding of one lakh for completion of their doctoral research. It was decided to intimate all concerned faculty about the said initiate taken by the college.
- To organize a workshop on "how to write a research proposal "for the academic year 2018-19
- To increase number of PhD guides
- Faculty to share ongoing research work on the 25th of every month.

Consultancy

- To explore areas of software consultancy
- To explore areas of sharing of software resources with other organizations

Social outreach:

- To familiarize faculty with the difference between social service and social outreach
- To encourage every department to take up ongoing social outreach programs.

Next meeting – April 9th at 11 am.

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St. Mira's College for Girls, Pune.

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Principal
St. Mira's College for Girls

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Agenda of meeting to be held on 9th April 2018

The meeting of the IQAC will be held on 9th April 2018 at St. Mira's College for Girls, Pune at 11.30 a.m. in the Principal's office. The agenda of the meeting is as follows.

The agenda of the meeting is as follows:

Item No.1. Review of the work done in the academic year 2017-18 by the Criteria committee coordinators. - Criteria IV, V and VI and Areas of concern recognized by the committee coordinators

Item No 2: Briefing about the AQAR writing process.

Item No.3: Any other items with the permission of the Chair.

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on 9th April 2018 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The following members were present:-

31) Dr. G. H. Gidwani – Principal

32) Mrs. Stella Ambrose- Vice principal

33) Mrs. Shalini Iyer – Vice Principal

34) Dr. .Soniya Chavan-COE

35) Dr. Rama Venkat

36) Dr. Vaishali Diwakar

37) Dr. Jaya Rajagopalan – IQAC coordinator

38) Dr. Vaishali Joshi

39) Dr. Snober Sataravala

40) Mrs. Swatee Sarwate

Item No.1: Review of the work done in the academic year 2017-18 by the Criteria committee coordinators and discussing areas of concern recognized by the committee coordinators

Discussion: Review of the Criteria IV, V and VI were discussed. .

Criteria IV: Infrastructure

- To develop a learning management system

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Agenda of meeting to be held on 9th April 2018

The meeting of the IQAC will be held on 9th April 2018 at St. Mira's College for Girls, Pune at 11.30 a.m. in the Principal's office. The agenda of the meeting is as follows.

The agenda of the meeting is as follows:

Item No.1. Review of the work done in the academic year 2017-18 by the Criteria committee coordinators. - Criteria IV, V and VI and Areas of concern recognized by the committee coordinators

Item No 2: Briefing about the AQAR writing process.

Item No.3: Any other items with the permission of the Chair.

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on 9th April 2018 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The following members were present:-

31) Dr. G. H. Gidwani – Principal
32) Mrs. Stella Ambrose- Vice principal
33) Mrs. Shalini Iyer – Vice Principal
34) Dr. .Soniya Chavan-COE
35) Dr. Rama Venkat
36) Dr. Vaishali Diwakar
37) Dr. Jaya Rajagopalan – IQAC coordinator
38) Dr. Vaishali Joshi
39) Dr. Snober Sataravala
40) Mrs. Swatee Sarwate

Item No.1: Review of the work done in the academic year 2017-18 by the Criteria committee coordinators and discussing areas of concern recognized by the committee coordinators

Discussion: Review of the Criteria IV, V and VI were discussed.

Criteria IV: Infrastructure

- To develop a learning management system

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- Softwares in the following areas are being developed: Requisition and repair of equipments, electronic service book payment gateway for additional credit courses, placement enrolment and processing, prayer request and prayer group.
- To purchase the smart board and use it for regular classroom teaching.
- Query was raised regarding the provision of common room for the students. – the foyer has already been allotted to the students for use .

Criteria VI- Governance and leadership

- To explore the viability of buying a management information system- with a focus on ERP software – like classroom plus / Google classroom. It was decided to arrange for the demonstration of the same to the faculty.
- To conduct academic audit of TYBA/Bcom syllabus.

Criteria V – Student support and progression

- It was noted that the progression details of the students were not being efficiently captured by the departments.
- It was suggested that forms to capture information about progression can be circulated during the graduation ceremony.
- While giving the exam results , we could capture alumni perception about the college as well as make them fill up the alumni registration form .

Item No 2: Briefing about the AQAR writing process.

The process of AQAR writing was explained and the format was shared with all the committee coordinators. It was requested that the reports of the individual committees be submitted by the 23rd of April 2018.

Item No.3: Any other items with the permission of the Chair.

- It was reiterated that the registration of the alumni association must be done at the earliest. Ms.Dimple Buche as the coordinator of the association will take on the responsibility of the same.

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- It was decided to plan the academic and administrative audit activity to be conducted in the next academic year in college.
- Faculty development programs to be conducted twice a year.
- Every criteria committee should have one program per year to train faculty in concerned areas.
- It was discussed that it is essential to improve the public perception of the college – the IQAC members decided to discuss ways to make the college more visible in the public sphere.
- It was decided to explore the idea of an FDP in soft skills for teachers – to be coordinated by Dr.Sonia Chavan and Dr.Snober Satarvala

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St. Mira's College for Girls, Pune

G. H. Gidwani

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ACTION TAKEN REPORT

The following action taken report is taken with respect to the plan of action presented at the beginning of the year: 2017-2018

The actions were recommended by each criterion coordinator and were presented at the first IQAC meeting for the academic year 2017-2018 held on: 2nd December 2017

The progress of the actions planned were discussed at the subsequent meetings held on 11.12.17, 02.04.2.18, 09.04.2018

The following actions were taken and their results:

Plan of Action	Outcome
Reviewing and analyzing academic programmes	Feedback from students was assessed and analyzed by every HOD. Analysis of the Feed Back for the year 2017-2018 showed an overall high satisfaction with the course content of every subject. Syllabus for the T.Y. B.A. and the T.Y.B.Com classes was revised; while the new autonomous syllabus for the T.Y.BBA, T.Y. BCA, and T.Y.B.Sc. (Computer Science).
Results: desirable. A variety of vocational courses were introduced to complement their core subjects. Quality Assurance: monitoring of the syllabi, teachers' cv, feedback, feedback analysis, skill based assessment Processes to ensure continuity: registering of courses on the marksheet.	
Introduction of new Additional Credit Courses	Some inter disciplinary short term extra credit courses to make our students employable in fields other than in pure academics were conducted. They are as follows: Global Business Services(Accounts & Finance), Digital Marketing, Basic Spanish, Spanish Level 2, Dance, Spoken English, Python Programming, Quantitative Techniques, Tally 9, Early Childhood care in Education, Physical Fitness, Image Consulting, Basics of

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	Cartooning, Listening Skills. These courses were open to all students of every discipline.
Results: desirable. Quality Assurance: An efficient feedback mechanism ensured a contemporary global syllabus. Processes to ensure continuity: revision of syllabus every 3 years along with Administrative and Academic Audits and Autonomy Review Committee visits.	
Ensuring the quality of the administrative units of the College	Software 'Vriddhi' for admissions and online filling of examination forms implemented. All documents in the administrative unit have been digitized to ensure quick access to information and for preservation of important documents
Results: Vriddhi software was successfully implemented, all documents were digitized Quality Assurance: office staff and faculty both coordinated especially during the admissions process Processes to ensure continuity: Vriddhi software as a first step towards a full ERP system	
Initiating ICT Innovations and increasing the activities of the Green Club	A number of indigenous softwares have been developed by the faculty of the Computer Science department to improve the academic and the administrative efficiency of the college A Green Audit of the campus was carried out; other green initiatives taken include Eco-friendly Ganpati Idol-making Activity, In-house Workshop on Newspaper Bag-making, Greeting Card-Making and Candle-making, Garden Waste Management, Green Club Sale, Sanitary Napkin Donation Campaign- 'Kaho Na Pad Hai',vermi-composting, disposal of e-waste and plastic, installation of solar panels and rain water harvesting unit and adopting the drip water irrigation method for watering plants. Sensitize students about the need for preservation of the natural environment and encourage activities that focus on the theme of 'Reduce-Reuse-Recycle. And "Positive Thinking and Cleanliness in Pune City"
Results: the green audit was successfully carried out. St Mira's has an eco-friendly campus Quality Assurance: active involvement of students and faculty Processes to ensure continuity: the audit will be conducted at least every three years	
Revisiting the marking scheme decided upon for self-appraisal (API scores) and promotion through Career AdvancementSchemes of UGC; Guiding teachersfor the same	IQAC has interpreted the intricacies of the new appraisal system for College teachers as per UGC regulations (2010) and has guided teachers with respect to the marking scheme of the 3 categories of API. This year the IQAC revisited the marking scheme and updated it as per suggestions received. Two

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	teachers were promoted this year according to the Career Advancement Scheme
Results: Two teachers were promoted this year according to the Career Advancement Scheme Quality Assurance: multiple layers of checking at the departmental level as well as at higher levels. Processes to ensure continuity: putting into place an appraisal system	
Encouraging research among teachers and students	17 faculty members have presented research papers at International, National and State Level Conferences and Seminars and published theirresearch work in reputed International and National Journals Introduction of a paper on 'Research Methodology' by two departments Taking up of live projects with NGOs Organization of a Workshop on How to Write a Report/Project for undergraduate students and subsequently presentation and publication of research papers by students at Seminars and Conferences organized by the college departments.
Results: an increase in research by faculty and students Quality Assurance: a reviewing process by the research committee. Processes to ensure continuity: regular lectures and workshops on research	
Encouraging various departments to conduct Seminars, Conferences and Workshops	List of all Seminars / conferences: ➢ The Department of Economics collaborated with the Departments of History, Politics and Public Administration to organize this SPPU sponsored National Conference on "Public Policy, Governance and Advocacy: Towards a Sustainable Society" on Feb 9-10, 2018. List of workshops- Online Safety Social Network Platforms, A Drama Workshop, Eve teasing, Sexuality, Multidimensional Skills, Gender and Public Spaces: Safety Mapping and Beyond. Voice as Career. Peer Training Program, Memory Improvement, Yoga and relaxation, Improving Attention Span, Directory Building for Special Needs Children, Sensitization to Disabilities, Concept of Mind Maps Appearing for Exams of UPSC, MPSC and Bank Pos, Creativity, Career Development Workshop, Preparing &

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	Understanding Projected Financial Statements, Stress Management, Business Planning
Results: a number of courses were introduced Quality Assurance: feedback collected at the end of each course Processes to ensure continuity: documentation of syllabus, inclusion of marks on the marksheet	
Encouraging variousdepartments to conduct Seminars, Conferencesand Workshops	Seminars / conferences: ➢ The Department of Economics collaborated with the Departments of History, Politics and Public Administration to organize this SPPU sponsored National Conference on "Public Policy, Governance and Advocacy: Towards a Sustainable Society" on Feb 9-10, 2018. List of workshops- •Online Safety Social Network Platforms, A Drama Workshop, Eve teasing, Sexuality, Multidimensional Skills, Gender and Public Spaces: Safety Mapping and Beyond, Voice as Career, Peer Training Program, Memory Improvement, Yoga and relaxation, Improving Attention Span, Directory Building for Special Needs Children, Sensitization to Disabilities, Concept of Mind Maps Appearing for Exams of UPSC, MPSC and Bank Pos, Creativity, Career Development Workshop, Preparing & Understanding Projected Financial Statements, Stress Management, Business Planning
Results: a variety of workshops and seminars were conducted which were open to all the students making their education multidisciplinary and exposing them to scholarly and professional interactions. Quality Assurance: feedback was taken. Speakers were carefully curated based on their bio-data. Processes to ensure continuity: each department is expected to conduct either a seminar or a workshops	
Adopting Quality Enhancement Strategies for increasing Institutional Social Responsibility	Project with the Dhanwantri School, Ganj Peth, for engaging the young school children in craft, drawing, brain games and painting. Collaboration with the NGO 'Connecting' to participate in its SuicidePrevention programmes. Volunteering for 'Teach For India'. Centre for Mental Health Services- School Counseling Remediation (CMHS-SCR) in

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	collaboration with Teach for India Collaboration with Corporate Social Responsibility (CSR) Department ofZensar Technologies which aims at running transformational programs like community mobilization and development. Teaching the students of classes 8th and 9th at 'Pujya Kasturba GandhiEnglish Medium School', a government school run by the Akanksha Foundation Free health check up camp for auto rickshaw drivers of Pune,organized by The Hind Shakti Social Foundation, Free health check-ups were organised for more than 3000 auto rickshaw drivers. "Red Dot Campaign" in collaboration with SWACHH was conducted for students of St Mira's College for Girls Adoption of 'Sandhya' – a home for the aged. Collaboration with RESQ – an animal shelter for stray,wounded animals

Results: each department took on one extension activity which resulted in a substantial contribution

Quality Assurance: Faculty and students personally engaged with the various NGOS

Conducting skill development activities for students	The counselling Cell was actively involved in both intervention and preventive efforts to support and enhance coping skills in students. An MOU with Rightpath Lifestyle Pvt. Ltd. has been signed for Professional Intelligence, aptitude measurement and career guidance; Stress management program managed by the students themselves and an arts based therapy module on dance movement therapy have been conducted. A ten day soft skill workshop for the final year students was conducted The students welfare board introduced the year long 'Earn while Learn' scheme and conducted a one day Personality Development workshop The Department of Computer Science organized 'Teklogica 17-18', an Inter Collegiate Fest. SPECTRUM 2017-'Unleash the Skills Within' – a two day inter college fest and the annual 'Mira Bazaar' was organized by the Department of Business Studies

	The BBA and BCA departments organized a three day Inter College Fest 'Exodus 2017' with corporate sponsorships.
	The Sadhu Vaswani Inter College Debate was organized by the English Department
	Numerous events organized throughout the year provided a platform to students who excel in music, dance, drama, debates and other fine arts to showcase their talents.
	At the inter collegiate , district, zonal, State and National levels our sports
	girls bagged a total of 11 gold medals, 13 silver medals and 18 bronze medals.

Results: a wide variety activities were conducted

Quality Assurance: adequate training and guidance was provided for students participating in competitions. Interaction with students outside the college to broaden their horizons. Adequate corporate sponsorship.

Processes to ensure continuity: formation of student committees for various competitions

Implementing important Examination Reforms	The Examination Cell has successfully used two indigenously devised softwares - the Question Paper Picker and the Examination Timetable Scheduler - during the conduct of the examinations.
	Use of The Flexi – Test generator and the advanced online examsoftware to convenience the Internal Testing System.
	Alternate day exams instead of extended study leave

Results: the output was more efficient and reduced the workload on faculty

Quality Assurance: These softwares have facilitated the processes in the examination cell and increased the confidentiality of the examination process.

Processes to ensure continuity: the software has become an integral part of the examination process.

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IQAC MEETINGS

2018-2019

St. Mira's College for Girls, Pune

(Autonomous-Affiliated to Savitribai Phule Pune University)

6, Koregaon Road, Pune 411 001

Minutes of the IQAC Meetings 2018-2019

Meeting 1 : 10th September 2018

Agenda of meeting to be held on 10th September 2018

The meeting of the IQAC will be held on 10th September 2018 at St. Mira's College for Girls, Pune at 10.30 a.m. in the Principal's office. The agenda of the meeting is as follows.

The agenda of the meeting is as follows:

Item No.1: Academic collaboration with the Music Therapy Trust (Delhi) for The PG Diploma in Clinical music therapy.

Item No. 2 : Quality Initiatives in Skill Programmes and Seminars

Item No.3: Any other items with the permission of the Chair.

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on 10th September 2018 at St. Mira's College for Girls, Pune at 10.30 a.m. in the Principal's office. The following members were present:-

1) Dr. G. H. Gidwani – Principal
2) Mrs.Stella Ambrose- Vice principal
3) Mrs.Shalini Iyer – Vice Principal
4) Dr. .Soniya Chavan-COE
5) Dr.RamaVenkat
6) Dr.Vaishali Diwakar
7) Dr. Jaya Rajagopalan – IQAC coordinator
8) Dr. Vaishali Joshi
9) Dr. Snober Sataravala
10) Mrs. Swatee Sarwate
11) Mrs. Ashwini Kulkarni

Item No.1: Academic collaboration with the Music Therapy Trust (Delhi) for The PG Diploma in Clinical music therapy.

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A proposal for academic collaboration between TMTT and St.Mira's College for Girls, Pune was presented to the IQAC.

The proposal outlined the areas of academic collaboration and Dr.Jaya Rajagopalan read out the the draft MoU with the organization for the approval and feedback of the IQAC.

A few clauses were asked to be added to the MoU:

1. TMTT will share the evaluation outcomes with St.Mira's before the certification

2. All grievances related to conduct and evaluation of the course will be addressed to TMTT for resolution and will not be put forward to St. Mira's College for Girls.

3. The co- certification with the college will be subject to letter of acknowledgement from SPPU.

4. Undertaking to be taken from students that they will not approach St.Mira's College for resolution of any grievance and that the liability of the college will be limited to the amount paid by TMTT to the college per admission.

The proposal was accepted unanimously by the members of the IQAC and was approved for further formalities to be completed.

Item No.2: It was decided to conduct an employability skills programme in the month of November 2018

Department of Political Science and History to conduct National Seminar in February 2019 and Department of English to conduct State level Seminar in February 2019

Item No.3: Any other items with the permission of the Chair.

No other items were brought up for discussion.

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

Principal
St. Mira's College for Girls

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Meeting 2 : 17th October 2018

Agenda of meeting to be held on 17th October 2018

The meeting of the IQAC will be held on 17th Oct 2018 at St. Mira's College for Girls, Pune at 11.15 a.m in the Principal's office. The agenda of the meeting is as follows.

Item 1: To discuss the Issues/ concerns of the Committee Coordinators and the possible solutions for the same with a focus on issues/ concerns in

1. Collection of data related to their respective criteria,

2. Response to initiatives proposed by the committees

3. Any other issue of concern.

Item 2: To discuss the schedule of the follow up meetings for individual criteria discussion

Item No.3: Any other items with the permission of the Chair.

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on 17th Oct2018 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The following members were present:-

1) Dr. G. H. Gidwani – Principal

2) Mrs.Stella Ambrose- Vice principal

3) Dr. .Soniya Chavan-COE

4) Mrs.Shalini Iyer

5) Dr.Rama Venkat

6) Dr Vaishali Diwakar

7) Dr. Jaya Rajagopalan- IQAC coordinator

8) Dr.Vaishali Joshi

9) Dr.Snober Sataravala

10) Mrs.Ashwini Kulkarni

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

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Item 1: To discuss the Issues/ concerns of the Committee Coordinators

Discussion: The following decisions were taken to

- The exam cell processes need to be documented. The sub-committees of the examination will be asked to document the process flow of each of their responsibilities.
- The student feedback forms need to be revised in order to capture student grievances apart from the objective feedback asked
- The feedback forms revisions to e discussed in detail with Criteria 2.Feedback forms should take into consideration the NIRF collection period and be sent to the students accordingly. Alumni Feedback and student progression form to be sent with the convocation email.
- Grievance redressal mechanism to be mentioned in orientation lecture for new entrants. An open house needs to be conducted by the HOD regularly to understand problems and grievances of students.
- Forms to be developed by committee coordinators for capturing of data of their respective criteria for NAAC, AQAR and NIRF.

Item 2: To discuss the schedule of the follow up meetings for individual criteria discussion

We would be having a series of meetings every day from the 22nd Oct, from 11.15 am to 12.15 pm to discuss the new format of the AQAR and the action planned by every committee for the academic year 2018-19.

22nd Oct- Criteria 1 Curriculum

23rd Oct - Criteria 2 Teaching learning evaluation

24th Oct - Criteria 3- Research, social outreach, consultancy

25th Oct - Criteria 4 and 5- Infrastructure and Student progression

26th Oct - Criteria 6- Governance and leadership.

Item No.3: Any other items with the permission of the Chair.

No any other item was placed before the meeting. The meeting was concluded with vote of thanks. The next meeting was scheduled for 22nd Oct 2018.

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

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

<u>Meeting 3 :22nd October 2018</u>

<u>Agenda of meeting to be held on 22nd October 2018</u>

The meeting of the IQAC will be held on 22nd Oct 2018 at St. Mira's College for Girls, Pune at 11.15 a.m in the Principal's office. The agenda of the meeting is as follows.

Item 1: To discuss the Issues/ concerns of the Criteria 3- research, extension and consultancy

Item 2: Any other items with the permission of the Chair.

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on 22nd Oct 2018 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The following members were present:-

1) Dr. G. H. Gidwani – Principal
2) Mrs.Stella Ambrose- Vice principal
3) Mrs.ShaliniIyer
4) Dr.RamaVenkat
5) Dr Vaishali Diwakar
6) Dr. Jaya Rajagopalan- IQAC coordinator
7) Dr.Vaishali Joshi
8) Dr.SnoberSataravala
9) Mrs.SwateeSarwate

Item 1: To discuss the Issues/ concerns of the Criteria 3- research, extension and consultancy

Discussion: The following decisions were taken to

- **To conduct workshops on**

  3.2.2 Intellectual property rights, innovative practices and industry academia interface.

  3.3.1 Code of ethics

  3.5.1 Linkages

  Intellectual Property rights workshop – to be organized by Dr. Venkat

- **SEED money for research :**

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St. Mira's College for Girls, Pune.

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To generate a fund for seed money to be given to teachers from the non grant section who will pursue doctoral research. Seed money of one lakh has been earmarked for the same.50% will be given during the period of pursuing Ph.D and 50 % after completion.

The faculty will have to apply for the seed money. Application Form, Undertaking and Terms and Conditions to be prepared by Dr.Diwakar.

To organize workshops to encourage research – on how to write a proposal and various funding agencies – Dr.Diwakar

To organize a forum for research sharing at the end of every semester – Dr.Diwakar

There have been 3 seminar proposals which have been forwarded for funding in the year 2018-19.

- **Data collection** :

  The following members would be responsible for collecting and maintaining data related too

  Collaborations- Dr.Diwakar

  Linkages- Mrs.Swati Sarwate

  MOU- Dr.Joshi

  There was a query raised about whether we can develop a process of converting internships into credits .It was decided to develop a system to ensure the rigor of evaluation, so that we could look at credits.

  - **Social Outreach :**

  Dr.Joshi informed that several departments have undertaken social outreach programs with reference to gender issues, Swach Bharat etc.

  Swachbharat can be taken up by departments like Green club and NSS.20 students have worked for swachbharat and have been given certification for the same.

  Help life project by the department of English can be included in research/Collaboration/Outreach

  The goal that the social outreach committee aims to achieve is that each department will be involved in at least one activity.

Item No.2:   Any other items with the permission of the Chair.

No any other item was placed before the meeting. The meeting was concluded with vote of thanks. The next meeting was scheduled for 23rd Oct 2018.

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

Principal
St. Mira's College for Girls

St. Mira's College for Girls, Pune
(Autonomous-Affiliated to Savitribai Phule Pune University)
6, Koregaon Road, Pune 411 001

Meeting 4 :23rd October 2018

Agenda of meeting to be held on 23rd October 2018

The meeting of the IQAC will be held on 23rd Oct 2018 at St. Mira's College for Girls, Pune at 11.15 a.m in the Principal's office. The agenda of the meeting is as follows.

Item 1: To discuss the Issues/ concerns of the Criteria 2- Teaching Learning and evaluation

Item No.2: Any other items with the permission of the Chair.

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on 23rd Oct 2018 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The following members were present:-

1) Dr. G. H. Gidwani – Principal
2) Mrs.Stella Ambrose-
3) Mrs.Shalini Iyer – Vice principal
4) Dr.Rama Venkat
5) Dr. Jaya Rajagopalan- IQAC coordinator
6) Dr.Vaishali Joshi
7) Dr.Snober Sataravala
8) Mrs.Swatee Sarwate
9) Mrs.Ashwini Kulkarni

Item 1: To discuss the Issues/ concerns of the Criteria 2- Teaching Learning and evaluation

Discussion: The following decisions were taken to

Now- October

I] Public perception NIRF

1. Snober will draft the letter for NIRF feedback
2. Every department will give for 5 girls in each class: a) Name b) email id c) whatsapp number
3. The letter will be sent to all teachers, students, known alumni, funding agencies, social outreach, bos, parents, guest lecturers who hold St Mira's in high esteem
4. The Principal will post on **Strengthening Hands**

II] Feedback

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St. Mira's College for Girls, Pune.

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1. Stella Ma'am, Ashwini and Snober will meet on Saturday 27th October at 9:30 am to draft the questions for organisational feedback
2. Feedback form will be redesigned to include infrastructure, library, office and faculty
3. Feedback from students will be taken in January during on line exams
4. Feedback from alumni when email for convocation form is filled
5. Average data will be put as a **link on the website**
6. **Student satisfaction survey to go online**

III] Course Outcome
1. Jaya will send Snober the final IDP for checking
2. It will then be **uploaded on the website**

December

I] LMS Workshop
1. Rama will network and organise a Moodle workshop
2. After the workshop it will be decided how many resources/ teacher will be uploaded
3. Website committee will design procedure for supplying this data
4. **LMS and E-Resources will be uploaded on website**

II] Mentoring Workshop
1. Jaya will organise someone from the IQAC Co-ordinator's group to speak on mentoring
2. The student to teacher ratio will be fixed
3. The Category 2 committee will upload list of teachers and number of seats
4. Students will be invited to apply
5. Final student teacher list and topic will be **uploaded on website**

III] Code:
1. Stella ma'am will fix course codes

IV] Counselling of Students who did not pass
1. As standard procedure teachers must be sent subject-wise pass/fail report to counsel students who did not pass to understand their problems. Heads of Department must **submit a consolidated report.**

Item No.2: Any other items with the permission of the Chair.

To appoint Ms.Elizabeth Kanade as IQAC member – Coordinator for Criteria 5.

No any other item was placed before the meeting. The meeting was concluded with vote of thanks. The next meeting was scheduled for 24th Oct 2018.

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

Principal
St. Mira's College for Girls

Meeting 5:24th October 2018

IQAC Meeting

Criterion 1- Curricular Aspects

Agenda of meeting to be held on 24th October 2018

The meeting of the IQAC will be held on 24th Oct 2018 at St. Mira's College for Girls, Pune at 11.15 a.m in the Principal's office. The agenda of the meeting is as follows.

Agenda:

1. To discuss the NAAC-AQAR Guidelines and Standard Operating Procedures relating to Criterion 1 (Curricular Aspects-Section 1.1) to facilitate writing of the AQAR Report 2018-19.

2. To discuss which programmes would be included under Sec 1.1.1 (Programmes for syllabi revision in 2018-19)

3. To discuss which programmes/courses should be included under Section 1.1.2, focusing on Employability /entrepreneurship /skill development during 2018-19.

4. To discuss new programmes introduced during the year 2018-19 which offered academic flexibility.

5. To discuss the Choice based Credit System during the academic year 2018-19.

6. To discuss curriculum enrichment through implementation of new value added courses [Sec 1.3] during 2018-19.

7. To discuss the Field Visits/ Internships [Sec 1.3] undertaken by students during the year.

8. To discuss curriculum feedback mechanism [Sec 1.4] from diverse stakeholders (students, teachers, employers, alumni, parents).

Item No.2: Any other items with the permission of the Chair.

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

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Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on 24thOct 2018 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The following members were present:-

1) Dr. G. H. Gidwani – Principal
2) Mrs.Stella Ambrose- Vice principal
3) Dr. .SoniyaChavan-COE
4) Dr.RamaVenkat
5) Dr Vaishali Diwakar
6) Dr. Jaya Rajagopalan- IQAC coordinator
7) Dr.SnoberSataravala
8) Mrs.SwateeSarwate
9) Mrs.Ashwini Kulkarni
10) Dr. Bhagwanti Nanwani – External expert

Item 1: To discuss the Issues/ concerns of the Criteria 1 – Curriculum building

Discussion: The following decisions were taken in the context of curriculum:

Resolutions:

1. It was resolved that the Standard Operating Procedures relating to Criterion 1 (Curricular Aspects) would be adopted to facilitate writing of the AQAR Report 2018-19.

2. It was resolved that (i) the newly introduced programmes of MSc (Computer Science) Part I and M.Com (Advanced Accounting, Auditing and Taxation) Part I would feature in this section. [Action Taken]; (ii) Each College run Programme , viz. [BA /B.Com /BBA /BBA(CA) /BSc(CS) /MA/ MCom/MSc(CS)] would have Programme Objectives, Programme Outcomes, Programme course outcomes and a Programme Code

3. It was resolved that the subject–related /certificate/diploma courses/ programmes included: (i) Diploma in Dance Therapy (Dept. of Psychology in collaboration with Artsphere), (ii)Retail Analytics (in collaboration with TCS), (iii) Gender Studies (Dept of Sociology in collaboration with Dept of Women's Studies, SPPU,Pune) (iv) List of enrolled students is maintained and Certificates are to be provided to the students. (v)For the College level programmes , subject codes would be given.

(vi) To consider inclusion of the Value added Extra Credit Courses of 30 hours (2 credits) conducted during 2018-19 in this category.

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

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4. (i)It was resolved that our BA/BCom programmes since grant of autonomy status (wef 2007) offer mobility across streams which has been continued till current date. This means an Arts student can opt for one Commerce paper and a Commerce student can opt for an Arts paper. (ii)We have two separate Compulsory English papers for English medium and Marathi medium students. /advanced and regular learners.

5. It was resolved that we have already adopted the Choice based Credit System for all Programmes and shall continue the same during 2018-19 and in future.

6. It was resolved that (i) we include the Art of Living Course (Sanctuary) in this section. This course based on our Sanctuary Talks and Value based education is the USP of our College and has been conducted since inception of our College in 1962. (ii) we compile a list of credit courses (of 1 credit-15 hours) conducted this year and categorize them on the basis of **Type** i.e. those imparting (i) entrepreneurship (ii) skill development (iii) employability (iv) life skills and provide course codes accordingly (iii) we obtain syllabi/course content endorsement by course instructor, course coordinator and credit course in charge (optional), ratification by our Academic Council (mandatory).

7. Identify courses that have transferable skills-include labs in the courses.

8. It was resolved that the following aspects regarding Field Visits/ Internships [Sec 1.3] should be noted:

a. Maintenance of proper record (number enrolled and percentage of enrollment) of students involved in field visits/enrolled in internships.
[Point to note: one student involved in multiple visits/internships shall be counted as one]

b. Mandatory to furnish Field Visit Report or obtain Internship Completion Certificate.

c. Course content mentioned in favour of Field Visit [Problem- inclusion of field visit in course content makes it mandatory for all students to participate in field visit- but companies only permit a small delegation of students on their campus] so this was considered to be an option only .

9. It was resolved that

(a) we would design a Structured Feedback Form for obtaining Curriculum Feedback from the following Stakeholders, viz. (i) Students (already being done) (ii)Teachers [from Academic Council members], Employers [of our past students/alumni Alumni and Parents [Action Planned]

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

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(b) the Feedback Form would be in **at least in two languages-English,** **Marathi/Hindi)**

(c) 3 sample filled forms in each category [web links to the same would be provided on College website].

(d) Stakeholder Feedback Report as minuted by Governing Council, Board of Management [comprising of details of feedback collected, analyzed, action taken and feedback available- (Option A of SOP for NAAC) would be prepared [web links to the same would be provide on College website]

9. Workshops to be conducted on

- Program Outcome, program specific outcomes and course outcomes. Program outcomes must specify graduate attributes in students.
- Curriculum designing

Item No.2: Any other items with the permission of the Chair.

No any other item was placed before the meeting. The meeting was concluded with vote of thanks. The next meeting was scheduled for 26th Oct 2019

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

Principal
St. Mira's College for Girls

Meeting 5:24th October 2018

IQAC Meeting

Criterion 1- Curricular Aspects

Agenda of meeting to be held on 24th October 2018

The meeting of the IQAC will be held on 24th Oct 2018 at St. Mira's College for Girls, Pune at 11.15 a.m in the Principal's office. The agenda of the meeting is as follows.

Agenda:

1. To discuss the NAAC-AQAR Guidelines and Standard Operating Procedures relating to Criterion 1 (Curricular Aspects-Section 1.1) to facilitate writing of the AQAR Report 2018-19.
2. To discuss which programmes would be included under Sec 1.1.1 (Programmes for syllabi revision in 2018-19)
3. To discuss which programmes/courses should be included under Section 1.1.2, focusing on Employability /entrepreneurship /skill development during 2018-19.
4. To discuss new programmes introduced during the year 2018-19 which offered academic flexibility.
5. To discuss the Choice based Credit System during the academic year 2018-19.
6. To discuss curriculum enrichment through implementation of new value added courses [Sec 1.3] during 2018-19.
7. To discuss the Field Visits/ Internships [Sec 1.3] undertaken by students during the year.
8. To discuss curriculum feedback mechanism [Sec 1.4] from diverse stakeholders (students, teachers, employers, alumni, parents).

Item No.2: Any other items with the permission of the Chair.

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

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Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on 24thOct 2018 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The following members were present:-

1) Dr. G. H. Gidwani – Principal
2) Mrs.Stella Ambrose- Vice principal
3) Dr. .SoniyaChavan-COE
4) Dr.RamaVenkat
5) Dr Vaishali Diwakar
6) Dr. Jaya Rajagopalan- IQAC coordinator
7) Dr.SnoberSataravala
8) Mrs.SwateeSarwate
9) Mrs.Ashwini Kulkarni
10) Dr. Bhagwanti Nanwani – External expert

Item 1: To discuss the Issues/ concerns of the Criteria 1 – Curriculum building

Discussion: The following decisions were taken in the context of curriculum:
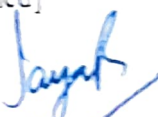
Resolutions:

1. It was resolved that the Standard Operating Procedures relating to Criterion 1 (Curricular Aspects) would be adopted to facilitate writing of the AQAR Report 2018-19.

2. It was resolved that (i) the newly introduced programmes of MSc (Computer Science) Part I and M.Com (Advanced Accounting, Auditing and Taxation) Part I would feature in this section. [Action Taken]; (ii) Each College run Programme , viz. [BA /B.Com /BBA /BBA(CA) /BSc(CS) /MA/ MCom/MSc(CS)] would have Programme Objectives, Programme Outcomes, Programme course outcomes and a Programme Code

3. It was resolved that the subject–related /certificate/diploma courses/ programmes included: (i) Diploma in Dance Therapy (Dept. of Psychology in collaboration with Artsphere), (ii)Retail Analytics (in collaboration with TCS), (iii) Gender Studies (Dept of Sociology in collaboration with Dept of Women's Studies, SPPU,Pune) (iv) List of enrolled students is maintained and Certificates are to be provided to the students. (v)For the College level programmes , subject codes would be given.

(vi) To consider inclusion of the Value added Extra Credit Courses of 30 hours (2 credits) conducted during 2018-19 in this category.

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

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4. (i)It was resolved that our BA/BCom programmes since grant of autonomy status (wef 2007) offer mobility across streams which has been continued till current date. This means an Arts student can opt for one Commerce paper and a Commerce student can opt for an Arts paper. (ii)We have two separate Compulsory English papers for English medium and Marathi medium students, advanced and regular learners.

5. It was resolved that we have already adopted the Choice based Credit System for all Programmes and shall continue the same during 2018-19 and in future.

6. It was resolved that (i) we include the Art of Living Course (Sanctuary) in this section. This course based on our Sanctuary Talks and Value based education is the USP of our College and has been conducted since inception of our College in 1962. (ii) we compile a list of credit courses (of 1 credit-15 hours) conducted this year and categorize them on the basis of **Type** i.e. those imparting (i) entrepreneurship (ii) skill development (iii) employability (iv) life skills and provide course codes accordingly (iii) we obtain syllabi/course content endorsement by course instructor, course coordinator and credit course in charge (optional), ratification by our Academic Council (mandatory).

7. Identify courses that have transferable skills-include labs in the courses.

8. It was resolved that the following aspects regarding Field Visits/ Internships [Sec 1.3] should be noted:

a. Maintenance of proper record (number enrolled and percentage of enrollment) of students involved in field visits/enrolled in internships.
[Point to note: one student involved in multiple visits/internships shall be counted as one]

b. Mandatory to furnish Field Visit Report or obtain Internship Completion Certificate.

c. Course content mentioned in favour of Field Visit [Problem- inclusion of field visit in course content makes it mandatory for all students to participate in field visit- but companies only permit a small delegation of students on their campus] so this was considered to be an option only .

9. It was resolved that

(a) we would design a Structured Feedback Form for obtaining Curriculum Feedback from the following Stakeholders, viz. (i) Students (already being done) (ii)Teachers [from Academic Council members], Employers [of our past students], Alumni and Parents [Action Planned]

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

(b) the Feedback Form would be in at least in two languages-English, Marathi/Hindi)

(c) 3 sample filled forms in each category [web links to the same would be provided on College website].

(d) Stakeholder Feedback Report as minuted by Governing Council, Board of Management [comprising of details of feedback collected, analyzed, action taken and feedback available- (Option A of SOP for NAAC) would be prepared [web links to the same would be provide on College website]

9. Workshops to be conducted on

- Program Outcome, program specific outcomes and course outcomes. Program outcomes must specify graduate attributes in students.
- Curriculum designing

Item No.2: Any other items with the permission of the Chair.

No any other item was placed before the meeting. The meeting was concluded with vote of thanks. The next meeting was scheduled for 26th Oct 2019

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

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

St. Mira's College for Girls, Pune

(Autonomous-Affiliated to Savitribai Phule Pune University)

6, Koregaon Road, Pune 411 001

Meeting 6 :26th October 2018

Agenda of meeting to be held on 26th October 2018

The meeting of the IQAC will be held on 26th Oct 2018 at St. Mira's College for Girls, Pune at 11.15 a.m in the Principal's office. The agenda of the meeting is as follows.

Item 1: To discuss the Issues/ concerns of the Criteria 3 – Consultancy and linkages

Item 2: To discuss the Issues/ concerns of the Criteria 4 – Infrastructure

Item No.2: Any other items with the permission of the Chair.

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on 26thOct 2018 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The following members were present:-

1) Dr. G. H. Gidwani – Principal
2) Mrs.Stella Ambrose- Vice principal
3) Dr. .SoniyaChavan-COE
4) Mrs.ShaliniIyer
5) Dr.RamaVenkat
6) Dr. Jaya Rajagopalan
7) Dr.Vaishali Joshi
8) Dr.SnoberSataravala
9) Mrs.SwateeSarwate
10) Mrs.Ashwini Kulkarni
11) Dr.BhagwantiNanwani – External expert

Item 1:To discuss the Issues/ concerns of the Criteria 3 – Consultancy and linkages

Discussion: The following decisions were taken to

3.5- Consultancy

3.7.2- Linkages

The summary of it is as below:

Consultancy:

1. Each department will initiate at least one consultancy project for next NAAC which will **generate revenue**.

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2. Faculty members can undertake consultancy projects for industries like trainings, workshops etc
3. Dr.Rama to explore possibility of consultancy in SME- Bopodi
4. The guidelines/policy for consultancy need to be prepared.
5. Proof of consultancy should be provided following the guidelines/ policy.
6. Consultancy committee members have to provide guidelines regarding the consultancy projects that will be undertaken by the faculty members.

Linkages:

1. The details of linkages required-
    a. Institute and industries for internship
    b. On job training (e g. Students undergoing training in a particular subject)
    c. Research based internship
    d. Faculties/ students sharing research facilities of our college

2. Following details are needed for above-
    a. Nature of linkage
    b. Title of linkage
    c. Name of partnering institution/industry/research lab with contact details
    d. Duration
    e. Participants details
    f. Acknowledgement letter at the start of the project
    g. Feedback letter mentioning the skills developed during the internship.

Item 2: To discuss the Issues/ concerns of the Criteria 6 – Infrastructure

Discussion: The following decisions were taken to

- To check classroom infrastructure compatible with UGC norms
- To inform faculty about the use of National Digital Library- NDL
- NPTEL videos for every subject.
- Ask devinder to get KOHA- digital library access system to be done for library on an urgent basis.
- Discuss feasibility of lecture capturing system infrastructure to be set up in select classrooms.

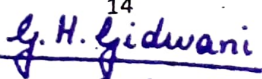**Item No.3**   Any other items with the permission of the Chair.

Career counseling cell- policy documents need to be framed. To consult Dr.Nanwani for the policy documents.

No any other item was placed before the meeting. The meeting was concluded with vote of thanks. The next meeting was scheduled for 27th Oct 2018.

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

Principal
St. Mira's College for Girls

St. Mira's College for Girls, Pune

(Autonomous-Affiliated to Savitribai Phule Pune University)

6, Koregaon Road, Pune 411 001

Meeting 7 :27th October 2018

Agenda of meeting to be held on 27th October 2018

The meeting of the IQAC will be held on 27t[h] Oct 2018 at St. Mira's College for Girls, Pune at 11.15 a.m in the Principal's office. The agenda of the meeting is as follows.

Item 1: To discuss the Issues/ concerns of the Criteria 6 – Governance and leadership

Item No.2:   Any other items with the permission of the Chair.

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on 27[th]Oct 2018 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The following members were present:-

1) Dr. G. H. Gidwani – Principal
2) Mrs.Stella Ambrose
3) Dr. .SoniyaChavan-COE
4) Mrs.ShaliniIyer – Vice Principal
5) Dr.RamaVenkat
6) Dr. Jaya Rajagopalan
7) Dr.SnoberSataravala
8) Mrs.SwateeSarwate
9) Mrs.Ashwini Kulkarni

Item 1: To discuss the Issues/ concerns of the Criteria 6 – Governance and leadership

Discussion: The following decisions were taken to

Functioning of the exam process as an example of Decentralization??

- MIS – Partially done. We need to identify areas that have been done and the ones that still need to be achieved. It was decided to enquire if there are any programmed systems for MIS.
- Website – We need to upload Academic calendar.
- To discuss with Dr. Nanwani the implementation of e governance.
- Professional Development programs for teaching staff
- Development program -Non teaching Staff(office/ Library)
  Digital literacy, Attitudinal interventions, Spoken English during vacations.
- To initiate staff fund welfare scheme
- API/ Confidential report to be submitted every year by faculty.

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

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Item No.2:   Any other items with the permission of the Chair.

No any other item was placed before the meeting. The meeting was concluded with vote Of thanks. The next meeting was scheduled to be decided after opening of the next semester.

Jayat

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

G. H. Gidwani

Principal
St. Mira's College for Girls

St. Mira's College for Girls, Pune
(Autonomous-Affiliated to Savitribai Phule Pune University)
6, Koregaon Road, Pune 411 001

<u>Meeting 8 : 30th April 2019</u>

<u>Agenda of meeting to be held on 30th April 2019</u>

The meeting of the IQAC will be held on 30th April 2019 at St. Mira's College for Girls, Pune at 11.15 am in the Principal's office. The agenda of the meeting is as follows.

Item 1: To submit criteria reports by June 1 2019

Item 2: To discuss the following:

- To discuss difficulties faced by each committee coordinator and solutions to overcome them.
- To discuss measurable outcomes and compare the progress made from last year.
- To submit action plan for year 2019-20 in terms of measurable outcomes.
- To encourage every coordinator to arrange an FDP in their criteria.
- To explain the rationale of every activity that is undertaken by departments
- To conduct regular meetings with criteria subcommittee

Item No.3:   Any other items with the permission of the Chair.

<u>Minutes of the Meeting of the IQAC</u>

The meeting of the IQAC was held on 30th April 2019 at St. Mira's College for Girls, Pune at 11.30 a.m. in the Principal's office. The following members were present:-

1) Dr. G. H. Gidwani – Principal
2) Mrs.Stella Ambrose
3) Mrs.Shalini Iyer – Vice Principal
4) Dr.RamaVenkat
5) Dr.Vaishali Joshi
6) Dr. Jaya Rajagopalan

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

7) Dr.Snober Sataravala

8) Ms.Elizabeth Kanade

9) Mrs.Swatee Sarwate

10) Mrs.Ashwini Kulkarni

Item 1: To submit criteria reports by June 1 2019

The IQAC coordinator briefed the members that the SSR has been revised and that the new quantifiable measures need to be noted. The year for reporting is different for various criteria. The academic year is from June- May, Research year is from Jan- Dec and the financial year is from Apr-March.

Item 2: The following was discussed:

- Difficulties faced by each committee coordinator and solutions to overcome them.
- The committee members submitted a written report of the progress made in their respective criteria.
- It was decided to submit action plan for year 2019-20 in terms of measurable outcomes.
- It was decided that every coordinator will arrange an FDP in their criteria.
- It was decided that regular meetings will be conducted with criteria subcommittee.
- It was decided that activities will be scrutinized by the HOD after formulating the rationale for each .The number of activities that are not leading to outcome to be reduced.

Item No.3: Any other items with the permission of the Chair.

- A new mail id for the IQAC coordinator is being created, to avoid the sifting through of excess mails.

- The principal emphasized that the NIRF ranking aha s to be improved. The major area that we are lacking is research. Research papers need to be submitted only to research journals. CARE list publications must be circulated among the staff and encourage teachers to get their research cited so that it will come into h index.

- Meetings for action planning for the year to be held in June every year.
    In order to familiarize staff with all the criteria and increase their involvement in the same, the following presentations will be done in the start of the year 2019-20.
    June 17- Dr.Jaya –Overview of IQAC, NIRF and measurable outcomes.

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June 18- Criteria I and II – Dr.Shalini and Dr.Snober

June 19- Criteria 3- Dr.Vaishali.D, Dr.Vaishali.S, Swatee

June 20- Criteria 5- Elizabeth

June 21- Criteria 6- Dr.Rama.

- The following FDP to be conducted –

  June- NIRF

  July- Research paper writing

  August – IPR.

The meeting was concluded with vote of thanks. The next meeting was scheduled in June 2019 at the beginning of the next academic year .

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

Principal
St. Mira's College for Girls

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ACTION TAKEN REPORT

The following action taken report is taken with respect to the plan of action presented at the beginning of the year: 2018-2019

The actions were recommended by each criterion coordinator and were presented at the first IQAC meeting for the academic year 2018-2019 held on: 10th September 2018

The progress of the actions planned were discussed at the subsequent meetings held on 17.10.2018, 22.10.2018, 23.10.2018, 24.10.2018, 30.04.2019.

The following actions were taken and their results:

Plan of Action	Outcome
To encourage re-runs of existing Credit Courses	Re-runs of existing Credit Courses achieved
Results: desirable. Several courses like Spoken English etc were re-run. Quality Assurance: monitoring of the syllabi, teachers' cv, feedback, feedback analysis, skill based assessment Processes to ensure continuity: registering of courses on the marksheet, ensuring the courses add value to the basic core courses prescribed leading to employability.	
To commence new extra Credit Courses	Increase in total no. of value-added Credit Courses offered
Results: desirable. Several new courses were introduced. Quality Assurance: monitoring of the syllabi, teachers' cv, feedback, feedback analysis, skill based assessment Processes to ensure continuity: registering of courses on the marksheet, ensuring the courses add value to the basic core courses prescribed leading to employability.	
To commence Certificate Courses	Several Certificate/Diploma Courses offered Curriculum enrichment facilitated with the increase in Skill- based Credit Courses and Certificate Courses.
Results: desirable. Several new certificate courses were introduced. Quality Assurance: monitoring of the syllabi, teachers' cv, feedback, feedback analysis, skill based assessment Processes to ensure continuity: registering of courses on the marksheet, ensuring the courses add value to the basic core courses prescribed leading to employability.	

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St. Mira's College for Girls, Pune.

To improve and increase the number of Field Visits/initiate Internships	Projects- E-Service Book; Field visits across all subjects; Internships in Psychology, Accountancy and Others

Results: the number of internships increased
Quality Assurance: active involvement of students and faculty
Processes to ensure continuity: link internships to syllabus

To update Formal Faculty Feedback from student, To formalise Student feedback of credit courses, To initiate Curriculum Feedback Mechanism	Successful feedback mechanism and analysis; Feedback Link uploaded on College Website

Results: the feedback was successfully conducted, ATR was prepared based on it
Quality Assurance: meeting to discuss the feedback ATR
Processes to ensure continuity: feedback taken in the IT lab before the tests to ensure maximum responses

To initiate Research fund to be given to teachers from the non-grant section for their PhDs	Fund established

Results: an increase in research by faculty
Quality Assurance: a reviewing process by the research committee.
Processes to ensure continuity: regular lectures and workshops on research

To encourage various consultancy options for the staff members of college	Faculties are on the panel for syllabus designing, coordinating for NGO.; They are subject experts at various institutes, Working as academic counselor, Reviewer of various journal, member of advisory committee ;English department started with editing cell which is generating revenue for the college

Results: an increase in consultancy
Quality Assurance: curated opportunities shared by committee with faculty
Processes to ensure continuity: establishing editing cell etc

To encourage students and faculty to take up extension activities	Extension activities strengthened across departments

Results: apart from the regular social work conducted with the mission new extension activities were introduced
Quality Assurance: feedback was taken from the NGO
Processes to ensure continuity: each department is to establish a long term relationship with the NGO

To encourage research culture among faculty by organising Workshops or guest lecturers	Two public lectures by Prof. Sujata Patel on research practices and concerns were organized on 25th and 26th September.

Results: the lectures were well attended by all faculty

To formally register the Alumni Association and encourage student alumni interaction	Registered Opening of Alumni Association Bank Account Prizes sponsored by Alumni Association

Results: the core group of the alumni gathered and planned future activities and fund raising. The president Kashmira addressed the gathering and laid down a plan of activities for the future.
Quality Assurance: a concerted drive to enrol as many alumni as possible to form a strong network.
Processes to ensure continuity: regular meeting of the alumni on fixed days.

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St. Mira's College for Girls, Pune.

To digitally collect data on student progression	Successful data collection through google forms
Results: the process became more efficient and comprehensive Quality Assurance: formulation of meaningful questions on the form Processes to ensure continuity: fixing of staggered dates to collect data in pulses	
To initiate and encourage Student representation on academic and administrative bodies/committees of the institutions	Larger representation of Students on the CDC, IQAC, Magazine committee, Green club etc.
Results: a minimum of 1 to 2 students included on each committee. Quality Assurance: Students are encouraged to speak up and express their opinions to get an understanding of the perspectives and needs of the youth. Processes to ensure continuity: a policy of including at least one student on a committee, forming clubs only for and by the students.	
To update and redesign the college website regularly	The college website has been redesigned this year
Results: the website catered to both stakeholders as well as NAAC Quality Assurance: a proforma for sending reports to the website also ensured standardized submissions with the required data. Processes to ensure continuity:	
To conducting Bridge courses for students.	English economics sociology students benefitting from the bridge courses
Results: the Bridge course helped build up confidence of the students. They were well attended. Quality Assurance: Faculty members from the various streams focused on the syllabus to help students cope with the transition to more advanced studies.	
To develop in house softwares for effective administration	Placement Software, Examination Administration 'Examination Payments Calculator' 'Examination Income Expenditure Report Generator' Online choice based Supervision turns selector and calculator system. Credit Course Management System with online payment developed
Results: the software was successfully designed and implemented Quality Assurance: templates for labelling and submissions of question papers were created	
To start new academic programs	MSC(computer Science)and MCom-Accountancy launched
Results: the courses were successfully launched and completed with a full class strength Quality Assurance: the BOS reviewed the syllabi Processes to ensure continuity: details included in the prospectus	

2019-2020

St. Mira's College For Girls Pune
Autonomous Affiliated to Savitribai Phule Pune University

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on **9th July 2019** at St. Mira's College for Girls, Pune at 12.00

p.m. in the Principal's office. The following members were present:-

1) Dr. G. H. Gidwani – Principal
2) Mrs.Stella Ambrose- Vice principal
3) Mrs.Shalini Iyer – Vice Principal
4) Dr. .Soniya Chavan-COE
5) Dr.Rama Venkat
6) Dr.Vaishali Diwakar
7) Dr. Jaya Rajagopalan – IQAC coordinator
8) Dr. Snober Sataravala
9) Mrs. Swatee Sarwate
10) Mrs. Ashwini Kulkarni

11) Ms.Anubha Doshi – Industry Representative

12) CA Kaulwar – Employer Representative

13) Ms.Trupti Poduval- Local society representative

14) Ms.Poonam Dubey – Student Representative

15) Ms.Kashmira Shah- Alumni

Item No.1: To welcome and thank all members of IQAC and CDC for accepting invitation to be part of the IQAC and CDC.

The Principal Dr.G.H Gidwani welcomed the external members of the IQAC and thanked them for their scheduling of time to be present for the meeting

Item no 2. Presenting the IQAC report (achievements) of 2018-19

IQAC achievements in 2018-19

To enhance student learning outcomes:

Curriculum based achievements:

  a. *Introduction of 24 credit courses in 2018-19 (currently running 43 courses)*

  b. *Introduced the Following Certificate and Diploma Courses*

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St. Mira's College for Girls, Pune.

i. Certificate Course in Mindfulness Based Counseling: Listening with an Embodied Presence

ii. Diploma in Dance Movement Therapy

iii. Post graduate Diploma in Clinical Music Therapy

iv. Certificate Program in Financial Markets-Sales & Operations. a skill- based CSR initiative by the BSE Institute Ltd., a wholly owned subsidiary of the Bombay Stock Exchange Ltd [syllabi and faculty of BSE Institute Ltd].

v. Ekansh Trust for Certificate Course in Disability: Awareness and Inclusion

c. *Development of a detailed feedback system on curriculum from students, teachers, alumni and employers.:* Action Taken; Feedback Link uploaded on College Website

2. *Teaching , learning , evaluation based achievements*

   a. *Introduction to the use of Moodle as a learning management system.*

   b. *Student Learning outcomes are also enhanced by providing opportunities for internships*, earning extra credits, project based learning, research and the buddy system across all streams.

   c. *Initiated the Student Satisfaction Survey of Overall Institutional Performance*

   d. Result analysis over the past 5 years shows an improvement in the class results due to the active efforts taken by faculty in identifying cause of failure and assisting the concerned student if needed.

3. *Research, Extension, Consultancy*

   a. *Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organizations*-11

   b. *Number of functional MoU's* with institutions of national, international importance, other universities, industries, corporate houses etc. during 2018 - 19 -5

   c. Organized Two public lectures by Prof. Sujata Patel on research practices and

   concerns were organized on 25th and 26th September.

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Plan of action	Achievements /Outcome
1.*Alumni Association Registered*	Registered Association
2.Opening of Alumni Association Bank Account	Opened
3. Prizes sponsored by Alumni Association	5000 sponsored for M Com and Accounting Wizard.
4. *Collecting data on student progression*	Through google form data was collected during convocation.
5. *Conducting Bridge courses* for vernacular students.	English Economics Sociology (20 students registered) It was a challenge to get all students to register and attend the course)
6. *Student representation on academic* and administrative bodies/committees of the institutions	Students were added to the Magazine committee. Pictures for the College Magazine were taken by the Student Council.
7. *Buddy system and Spoken English* training for students	Outcome will be measured post results. Spoken English – Visible improvement in spoken skills (Priyanka Singh – Sneha Singh)

Student progression based Achievements:

ICT beyond classroom

a) *Placement Software* -Year wise Report, Company wise report, Student and stream wise report, Drive details reports, Analytical report – 75% complete

b) *Credit Course Management System with online payment*–completed

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Item no 3. To present the activities planned for the year 2019-20

Actions planned in 2019-20

1. A 6 day long **Students Induction Programme** with the objective of acclimatizing students to the surroundings and building a rapport among the teachers and students. Keeping in accordance with the directives from the UGC, the orientation will focus on developing sensitivity towards social issues and work to instill human values among students across all UG programs.

    Curriculum based:

2. **From 2019-20 new 11 additions to Credit Courses include:**

3. Last year we started two new academic programmes, M.Com in Advanced Accountancy and MSC Computer Science. This year we would be teaching *the Part 2 of both courses.*

4. To further *fine tune the feedback system* on curriculum from students; teachers, alumni and employers. To include an *offline qualitative feedback* subject wise. Analysis will be forwarded to teachers for use in curriculum development and design

5. **Increasing the using the Moodle platform and have registration for Swayam/Arpit online Courses.**

Criteria 2: Teaching Learning Evaluation

1. **Improving student learning outcomes**

    a. **Department of Sociology** Has collaborated with FFSI, western region and established **Mira's Film Society** through which college will be conducting regular film screenings, film festival, short term film appreciation courses.

    b. We have SAMVAAD an informal platform that promotes the unlearning of Biased Images

    c. BSC Computer Science Dept uses the Google Classroom, the platform used for posting videos of Electronics practical, assignments, Problem solving, project related guidance.

2. **To initiate and strengthen mental well being**

    - Keeping in mind the increasing mental health concerns the youth have been battling, we have initiated a Holistic Mental Health Program for all undergraduate students. It is based on needs assessment and is a 3 tier

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St. Mira's College for Girls, Pune.

program consisting of Awareness workshops, Focus group discussions and Individual counseling

sessions. We also have two dedicated Counselors available from 9am to 4 pm 6 days a week, throughout the year.

- 13 of 0ur Students of self defence will be visiting Korea for training for a period of 15 days. The trip and training have been sponsored by the Korean Govt. We are in talks with the University there to give them credits for this.

3. Special coaching for students needing help

Start Buddy Classes, Increased Practice Sessions through Worksheets, Repository of learning, Introduce **the Lecture Capture System**, Provide exhaustive Question Banks with model answers, and One to One teaching for students who approach the teacher for appearing for backlog exam.

4. Increase industry academia interface

This will be done by inviting Experts from the industry for lecture series, involve our alumni who are at prominent positions in the industry to take guest lectures, provide internships and job opportunities to our students.

One of our Alumnae has given us a scholarship of Rs 1lakh for scholarships.

The College will once again be host to the TED x talks this year.

5. *To introduce the Mentoring system – initiate it gradually*

class wise Research, Extension and Consultancy

1. To organize a forum for research sharing

2. Intellectual Property rights workshop to be organized

3. To institutionalize a fund for seed money to be given to teachers from the non grant section for their PhDs.

4. To strengthen the extension activities of the college and focusing on two major projects where involvement is across departments

Student progression plans

1. Explore avenues for *national and international scholarships* for students
2. Further *strengthen the Inclusion of students in college committees*: Canteen committee, Green club committee, Cultural

committee, Student welfare committee, NSS committee (senior volunteers can become part of advisory committee),Library committee, Competitions - inter and intra college competitions Sports committee,

Syllabus Renewal

To increase the activities and funding for the Student Development Cell

3. To **strengthen the registrations for the alumni association, increase alumni activity and alumni funding**

ICT beyond Classroom (Action plan)

1. **E-employee service book**-To have easy access and maintenance of the employee service records.

2. **Computerized student academic and career consultancy**-To provide platform to students to put their quires regarding academics and career and get the solutions by teachers

To organize a national level NAAC sponsored seminar on quality parameters

Item no 4: To invite suggestions and feedback from the members

The following suggestions were made

1. Conduct workplace surveys for girls before they are placed for internships or jobs. The members were informed that this practice is already in place as the faculty scrutinizes the internship applications.

2. The coordinator of the alumni association suggested that the college provide a link of the various credit courses on the website and to invite alumni in participation for the same in terms of sponsorships or volunteering to conduct the course.

3. To explore collaborations with foreign universities for scholarships and internships.

4. To explore scholarships and collaborations from FICCI.

Item No.5: Any other items with the permission of the Chair.

No other items were brought up for discussion.

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on **24th Dec 2019** at St. Mira's College for Girls, Pune at 12.00

p.m. in the Principal's office. The following members were present:-

1) Dr. G. H. Gidwani – Principal

2) Mrs.Stella Ambrose- Vice principal

3) Mrs.Shalini Iyer – Vice Principal

4) Dr. .Soniya Chavan-COE

5) Dr.Rama Venkat

6) Dr.Vaishali Diwakar

7) Dr. Jaya Rajagopalan – IQAC coordinator

8) Dr Vaishali Joshi

9) Dr. Snober Sataravala 10)Mrs. Swatee Sarwate

11)Mrs. Ashwini Kulkarni

The following was discussed in the meeting:

- All criteria coordinators presented the difficulties that they faced in the respective criteria and a discussion around the possible solutions was held.

- The credits calculation of the university has changed for the award of the final degree. It was considered that in the revision of the syllabus from the coming year would have to be designed keeping these credits in mind. A workshop on LOCF was proposed to be held for the faculty in January, to familiarize them with the credit system. To conduct a workshop on Jan 2nd by Rekha Kankariya and Ashwini Kulkarni .

- PG syllabus to be changed every 4 years.

- The SSS needs to be revised in the following year, keeping with the changed SSS of the NAAC requirement.

- It was noted that a lot of events conducted by departments were being clubbed together in a few months of the year. This was making it difficult for the teachers as well as students to attend across events. A calendar of events preplanned was

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

suggested for the same.

Academic calendar for the same to be prepared at the start of the year. It was also suggested that activities across departments can be brought together as one college fest.

- Faculty attending seminars and workshops to submit a report after the seminar on the benefits that the seminar has led to teaching, learning evaluation.
- BOS meetings need to be conducted twice in a year. Reconstitution of BOS needed in the coming academic year. To plan a meeting with the COE SPPU for deciding number of credits.
- It was decided to have more regular IQAC meetings with the last Friday of every month earmarked for the same. All committee coordinators to meet their team once every month.

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

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

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on held on **30-5-2020 at 10.30 am** on a zoom meeting. The followingmembers were present: -

1. Dr. G. H. Gidwani – Principal
2. Mrs.Stella Ambrose- Coordinator
3. Mrs.Shalini Iyer – Vice Principal
4. Dr. .Soniya Chavan-COE
5. Dr.RamaVenkat
6. Dr.Vaishali Diwakar
7. Dr. Jaya Rajagopalan – IQAC coordinator
8. Dr.Vaishali Joshi
9. Dr. Snober Sataravala
10. Ms.Elizabeth Kanade
11. Mrs. Swatee Sarwate
12. Mrs. Ashwini Kulkarni

Item No.1: Reports for AQAR (2019-20)

- NAAC has revised draft AQAR format in April 2020 to align with SSR of Feb 2020.We are awaiting the final version, with probably minor changes.

- The sub-Committees in charge of different Criteria need to complete revised AQAR format for 2019-20 in both pdf format and excel sheet sent by NAAC. It must be supported by documentary evidence ready to be submitted to IQAC coordinator by June 15, 2020. It was requested to all coordinators to please ensure back support of evidence to the numerical data submitted.

- Each criterion head to send email to all faculty, regarding their criterion immediately to enable AQAR format completion.

- Details relating to FDPs need to be sent to Dr Rama Venkat for her Criterion and not to Dr Vaishali Diwakar for Research Criterion.

- Details of faculty research publications and supporting documents need to be sent to Dr V Diwakar-Research criterion. The data till May 31st 2020 to be submitted.

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Item no 2. Third year examination 2019-20.

- A tentative timetable to be uploaded on Sat, 31st May, 2020 on College website, which is one month prior to scheduled examinations commencing from 1st July, 2020. This may be subject to change if revised UGC guidelines or SPPU directives are received by college authorities at a later date.
- Do we follow the university recommended 50 marks end semester pattern?
    - o If yes, how do we generate the question paper?
    - o If no, how can we use our existing question papers and convert it into a 50-mark paper? How to convert internals to 50 marks then?
- It was decided that the committee would come in with their recommendations for the above point over the next week.
- Revision classes for TY students would begin from June 15, 2020.
- The faculty will connect with all students through the class groups WhatsApp/ Moodle. Dr Snober emphasised the use of Moodle as a repository- data capture easy, approved by NAAC, use to be encouraged after student gets online admission and has a unique ID. Putting up data/online resources should become standard operating procedure.
- Digital platform to be used will be discussed at a separate meeting of with Dept of CS .For generation of unique id for students for moodle and exam related work.
  Ashwini Kulkarni suggested that since most students have Gmail accounts-we use G Meet- upto 250 people capacity; record lectures, save on G drive can be uploaded on Moodle. The meeting has been scheduled for June 1 2020 at 10.30 am.

Item 3: Faculty preparedness for online teaching.

- It was recommended that for introductory classes-, faculty use all possible online ICT tools.
- One week online teaching to be undertaken by faculty for TY students(currently SY) to give them general introduction to the subjects. This will work as a run through for any trouble shooting that may occur in online mode.
- One week online teaching to be undertaken by faculty for SY students (currently FY) to give them general introduction to the subjects. This will work as a run through for any trouble shooting that may occur in online mode.

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- This preparatory online teaching must happen between June 5- June 10, 2020. Every teacher must take 3 lectures online with any of the classes.
- Request to CS dept. to share all their Presentations and recording of sessions of the webinar that they conducted on online teaching. Faculty can personally reach out to CS department to have their queries sorted.
- Week of online teaching – June 5th to 10th. The lectures can happen as per convenience of faculty. Flexible time schedule permitted between 9.00am and 4.00pm. Once the term begins in July, online teaching would follow a timetable starting at 9 am.
- Faculty to send report of classes taught by June 11th to their respective HODs.

Item 4. Documentation and logging daily of work from home.

- Etiquettes of work from home for meetings and classes Dr .Gidwani reiterated the need for a formal interaction on meetings and classes. General work etiquette to be maintained- formal attire, no interaction with family members and domestic help at that time, work timing between 9.00am to 4.00 pm. All staff to adhere to this timing wrt interactions with **Principal, faculty,** non-teaching, Library. Dr Shalini Iyer will be preparing a policy document for the same.
- Daily log submission of work from home hours.
  Suggestion made by Dr Jaya regarding Daily auto google form generated to be sent to all faculty for updation of daily WFH details. Assistance of Dept. of CS requested.
- Documentation and logging daily of work from home- from May 4th -June 15th, 2020- Flexible timings should be considered/ permitted as long as 5 and 1/2 hours per day or 40 hours per week are clocked. Flexible online timing bet 9.00am and 4.00 pm till August 1. After that regular Time Table to be followed.
- Documentary evidence can include: screenshot of meetings/webinars attended, copy of text of research papers written [date visible], certificates received for online conferences attended, research publications made; time spent in preparation of e-content[work-in-progress can be shown], screenshots of email, WhatsApp messages showing interaction with backlog students. [Daily Auto Google form completion plus doc evidence]
- It was decided to discuss the creation of templates for Maintenance of records of online lectures taken, Teachers diary, and Work plan.

Item 5: Student preparedness for online learning. -

Dr. Gidwani suggested that we would have to move our learning to the online mode in the current scenario. Students with absolutely no digital access are small- many have smart phones gmail accounts and whatsapp. Need to give more attention to these students and explore buddy system of learning.

Item 6: Admission processes

- SY and TY admissions to begin after June 15 [after results declaration] to determine cut off percentages for some subjects or specializations and generation of merit lists.
- Wait list forms also to be used.
- Government stating that colleges should give admission and not insist on fees or attendance. However there is no clarity on this yet.
- Next admission related meeting on 10th June 2020.
- We will follow the Online Admission Process thru payment gateway
- After June 15 [after results declaration] Once Online admission process is on, the office will check which students of previous class have not taken admission with us, contact them, check if fees are a constraint or digital access is a constraint
- TY student to be given admission with an FY backlog
- Generation of a unique id to be accessed for Moodle at time of admission itself.
- Admission processes- Need to check subject titles mentioned in Vriddhi software are same as what Exam Cell has. Also some paper titles may change wrt FY and PG papers this year.
- Is it possible to run only 1 part of PG this year for the current batch [MA/MCom] i.e Part II? Revised syllabus we introduce next year starting with Part I? It was decided to call for a separate meeting between PG teachers and Principal for PG Curriculum Revision and running of PG PART II for old and new entrants on Tuesday, 2nd June, 2020.Meeting to be coordinated by Dr Vaishali Joshi. Members to be present-Principal, Vice principal, COE, IQAC coordinator , all HoDs, PG coordinators and Ashwini Kulkarni
- Mentoring to be continued as existing on a digital platform.

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Item 7: Digital monitoring

- Further meeting with CS department scheduled on Mon 1st June 2020
- Documentation of E-Assignments and its storage. Not discussed

Item 8: Other issues with permission of the chair:

Curriculum Design-

- Some VC Nominees names pending at SPPU and BOS meetings to be organized
  for all subjects at college .it was decided that VC Nominee list follow up would be done by College Office-Ms Gauri to follow up
- Formal BOS meetings on Zoom to be conducted for formal approval of BOS of revised syllabi.
- Payment to external BOS members by RTGS.

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

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

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on held on **02-06-2020 at 10.30 am on a zoom meeting**.
The following members were present:-

1) Dr. G. H. Gidwani – Principal
2) Dr. Soniya Chavan- COE
3) Dr. Shalini Iyer
4) Dr. Rama Venkat
5) Dr. Vaishali Diwakar
6) Dr. Jaya Rajagopalan – IQAC coordinator
7) Dr. Vaishali Joshi –PG coordinator
8) Dr. Snober Sataravala
9) Ms. Elizabeth Kanade
10) Ms. Rajni Singh –PG coordinator

Item No.1: Decisions regarding MA/MCom courses for the year 2020-22

1. No zero year
2. Admission for PG courses to start 20/06/2020 onwards
3. The students should be allowed admission with at least payment of tuition fee
4. Syllabus revision with 25% change introduced.
5. Continue with the old syllabus (III n IV SEM) as it is valid till 2021.
6. Syllabus revision for both the year Part-I & Part-II
7. Syllabus to be finalised and approved by BOS by 30th June 2020.
8. Online teaching for PG courses shall begin from 1st July
9. The question papers will have different subject codes to reflect new and old syllabus and will be set in a way to have 75% common and 25% difference between old and new.

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

Principal
St. Mira's College for Girls

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ACTION TAKEN REPORT

The following action taken report is taken with respect to the plan of action presented at the beginning of the year: 2019-2020

The actions were recommended by each criterion coordinator and were presented at the first IQAC meeting for the academic year 2019-2020 held on: 9th July 2019

The progress of the actions planned were discussed at the subsequent meetings held on 24.12.2019, 30.05.2020, 02.06.2020.

The following actions were taken and their results:

Plan of Action	Outcome
To sustain Student representation on academic and administrative bodies/committees of the institutions	Larger representation of Students on the CDC, IQAC, Magazine committee, Green club etc.
Results: increase in activities Quality Assurance: a formal round of interviews and filling of a questionnaire before induction in the committee Processes to ensure continuity: senior students help select their replacements	
Strengthen inter institution academic collaborations	The college has entered into collaborations with TISS Mumbai, ATS learning solutions, Drishti institute, WSC- SPPU
Results: student feedback was positive Quality Assurance: monitoring of the syllabi, teachers' cv, feedback, feedback analysis, skill based assessment Processes to ensure continuity: registering of courses on the marksheet, ensuring the courses add value to the basic core courses prescribed leading to employability.	
To Strengthen the activities of the Alumni Association and encourage student alumni interaction	Prizes sponsored by Alumni Association Alumni meet organised
Results: regular meeting of the alumni Quality Assurance: meeting take place on campus Processes to ensure continuity: registration of the alumni, collection of funds.	
To encourage continuous learning culture among faculty by organising Workshops or guest lecturers	FDP's organized for improving research and understanding of organizational culture

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Results: experimentation with new concepts like mind maps
Quality Assurance: active involvement of students and faculty
Processes to ensure continuity: research committee to organize atleast one event/ year

Introduction of a formal system of mentoring	Mentoring sessions for all students across all streams has been introduced

Results: mentoring was successfully carried out for all courses
Quality Assurance: a minimum of 2 mentoring sessions/ semester for all the stundents. Additional sessions to be taken on appointment.
Processes to ensure continuity: proper forms and folders with data to be maintained

To update Curriculum Feedback and overall feedback analysis from students , alumni, employers.	Successful feedback mechanism and analysis ; Feedback Link uploaded on College Website

Results: a large number of students filled the feedback form
Quality Assurance: a reviewing of the questions. Feedback to be taken before the online exam to capture the responses of maximum students.
Processes to ensure continuity: regular lectures and workshops on research

To initiate a mental well-being program	Mental well-being program including prevention and intervention formally launched

Results: group therapy for all the students twice a year. Individual sessions on appointment
Quality Assurance: trained qualified counsellors available on campus
Processes to ensure continuity: fixed timetable for counselling

To increase Certificate Courses	Several Certificate/Diploma Courses offered Curriculum enrichment facilitated with the increase in Skill- based Credit Courses and Certificate Courses.

Results: increase in course
Quality Assurance: feedback , teacher CV, lesson plans, syllabus etc
Processes to ensure continuity: syllabi to be regularly presented to the governing body

To commence new extra Credit Courses	Increase in total no. of value-added Credit Courses offered include Civil Commando training, Editing, Content Writing, Scilab, Latex etc.

Results: increase in course
Quality Assurance: feedback , teacher CV, lesson plans, syllabus etc
Processes to ensure continuity: syllabi to be regularly presented to the governing body

To encourage reruns of existing Credit Courses	Reruns of existing Credit Courses achieved

Results: several courses were repeated like Spanish
Quality Assurance: feedback , teacher CV, lesson plans, syllabus etc

2020-2021

St. Mira's College for Girls, Pune

Minutes of the IQAC Meeting 19/3/2021

The meeting of the IQAC was held on 19-03-2021 from 12.30 pm to 2.00 pm in the online mode (Zoom platform). The following members attended the meeting.

1) Dr. G.H. Gidwani
2) Mrs. Stella Ambrose
3) Dr. Shalini Iyer
4) Dr. Soniya Chavan
5) Dr. Rama Venkat
6) Dr. Arwah Madan
7) Dr. Vaishali Diwakar
8) Dr. Jaya Rajagopalan
9) Dr. Vaishali Joshi
10) Ms. Elizabeth Kanade
11) Dr. Dimple Buche
12) Dr. Manisha Pimpalkhare
13) Dr. Snober Satarawala
14) Mrs. Swatee Sarwate
15) Mrs. Ashwini Kulkarni
16) Mrs. Smita Borkar

The following agenda from the previous IQAC meeting was discussed and resolved as follows-

Agenda 1: SY syllabi finalisation with BOS inputs, approved and ready

Resolution- Proposed by IQAC Coordinator Dr. Jaya R. and seconded by Principal Dr.Gidwani

- It was resolved that the syllabi for SY is to be finalised, presented to and approved by the BOS by 30th April 2021
- It was resolved that the tentative date for TY syllabus finalisation will be June/ July 2021.

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Agenda 2: Addressing the Queries with reference to Credit structure –

Resolution- Proposed by IQAC Coordinator Dr. Jaya R. and seconded by Principal Dr. Gidwani

It was resolved that -

- The Core papers and BA-B Com DSC will have 48 lectures spread over 4 units.
- MILE course can be considered as SEC if it is completed in SY. For those who complete it in FY, it will remain as an additional credit course.
- The SEC may involve contributory external resource persons.
- The SEC courses will have internal continuous evaluation with measurable skills attainments clearly spelt out.
- An additional fee of Rs 1000 to be charged for financing the cost of external resource persons.
- The syllabus SECs for special courses to be prepared and presented in the meeting that will be scheduled in near future.
- Details of SECs like online conduct/ external faculty to be finalised with the consent of the BoS and Academic Council.

Agenda 3: Conduct of complete stakeholder feedback (criterion 1- curriculum) and student satisfaction survey (criterion 2-TLE)
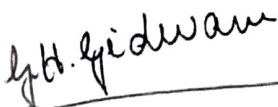
Resolution- Proposed by **Principal Dr. Gidwani and seconded by IQAC Coordinator Dr. Jaya R.**

It was resolved that the feedback will be taken at a later date considering the uncertain and fluid situation of Covid- 19

Items not on agenda- Examination Process to be made more accountable- A detailed manual of instructions to be prepared and circulated by the Exam department.

IQAC Co-Ordinator
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Principal,
St Mira's College For Girls

The meeting of the IQAC was held on 17-03-2021 from 10.00 am- 12.noon in the staff room.
The following members were present-

1) Dr. G.H. Gidwani
2) Mrs. Stella Ambrose
3) Dr. Shalini Iyer
4) Dr. Soniya Chavan
5) Dr. Rama Venkat
6) Dr. Arwah Madan
7) Dr. Vaishali Diwakar
8) Dr. Jaya Rajagopalan
9) Dr. Vaishali Joshi
10) Ms. Elizabeth Kanade
11) Dr. Dimple Buche
12) Dr. Manisha Pimpalkhare
13) Dr. Snober Satarawala
14) Mrs. Swatee Sarwate
15) Mrs. Ashwini Kulkarni
16) Mrs. Smita Borkar

The following are the minutes of the meeting:

Item no 1 – DVV audit for the years 2017-18, 2018-19, 2019-20. External audit to be conducted for the same- decide date of external Audit .

Resolution/s- Proposed by IQAC Coordinator and seconded by Principal Dr. Gidwani

- It was resolved that the date for External Audit of NAAC DVV is to be set as - 1st week of May 2021
- All the data for all the citeria for 3 years (2017-18; 2018-19; 2019-20)should be ready by 17th April 2021

Item no 2 - Changed templates of SSR – autonomous in FEB 2021.-
Resolution- All have received the revised templates

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Item no 3 –Preparation of AQAR 2020-21

Resolution-The format of AQAR will be sent shortly.

Item No.4: Conduction of grade based compulsory courses for UG /PG

Resolution- Proposed by IQAC Coordinator and seconded by Principal Dr. Gidwani

It was resolved that-

- Value Added Courses for FYBCom- 2 credit courses (1 course of 2 credits or 2 courses of 1 credit each) to be completed by the student.
- Fees (Rs. 1000) to be added to the college fees as fees for Compulsory Credit Courses.
- A basket of credit courses to be offered to the students. By second year, they should complete the courses fulfilling 2 credits requirement.
- A meeting of Academic Council to be called to discuss and approve the following-
- ✓ A 2 credit course on Democracy (online) for FY for all streams to be conducted as self-paced, Graded, online course.
- ✓ PG -2 credit course on 'Introduction to Constitution'
- ✓ Rule for promotion of students- to be finalised for Science stream and for Arts/ Commerce stream ; Intimation to this effect to be sent to SPPU.

Item no 7: Research Centre – LIC visit is due on 23rd March 2021.

Resolution- Proposed by IQAC Coordinator and seconded by Principal Dr. Gidwani

It was resolved that –

- The research centre will have one coordinator and one policy document and common guidelines to handle the common matters of different subjects under the research centre.
- The prospective guides from outside to be encouraged to join/ affiliate with the research centre at St. Mira's.
- A research committee meeting is to be scheduled for making and finalising research policy.

Item no 9- Teaching/ evaluation/ (75% rule) decision –

Resolution-Proposed by IQAC Coordinator and seconded by Principal Dr. Gidwani

It was resolved that the teaching should be 100% while evaluation has to be on the 75% of the syllabus for all streams and classes (UG and PG) keeping in mind the current situation.

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The pending Items 5,6 and 8

It was resolved that-

The following items on agenda will be discussed in the IQAC meeting scheduled on 19/3/2021 at 12 noon in the college.

Item No.5: SY syllabi finalisation with BOS inputs, approved and ready (mtg in online/offline mode) as per COVID situation by 30th April, 2021.

Item no 6: Queries with reference to Credit structure

Item no 8: Conduct of complete stakeholder feedback (criterion 1- curriculum) and student satisfaction survey (criterion 2-TLE)

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

St. Mira's College For Girls

IQAC –Minutes of meeting

Date – 27-11-2020   Time- 4 pm

The meeting of the IQAC was held on held on 27-11-2020 at 4 pm on a zoom meeting. The following members were present: -

1) Dr G. H. Gidwani – Principal
2) Mrs Stella Ambrose
3) Dr Soniya Chavan-COE
4) Dr Shalini Iyer
5) Dr RamaVenkat
6) Dr Arwah Madan
7) DrJaya Rajagopalan – IQAC coordinator
8) Dr Vaishali Joshi
9) Dr Snober Sataravala
10) Ms Elizabeth Kanade
11) Mrs Swatee Sarwate
12) Ms Ashwini Kulkarni

1.Mrs Stella Ambrose discussed the difficulties with regard to practicals completion and paper pattern for the Computer Science department.It was decided that the practical examination would be held annually for the year 20-21.The exam would be of 3 credits.

The paper pattern for the end semester exam for BSC (CS) will be of 35 marks(1 mark each questions).The paper would consist of 45 questions.

2. Keeping in mind the large number of students appearing for the regular 1/3/5 semester end exam, it was decided to have 2 question papers of 40 questions eachfor every subject.

2.Feedback mechanism for the current year- Feedback collection to be initiated in the Dec vacations with the students on class groups. It was decided to use the next mentoring session to brief and discuss the method to fill out student feedback.
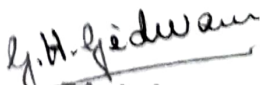
3."IBM skills building program" – MoU for collaboration with IBM- SwateeSarwate to coordinate the collaboration. It was decided to inform all faculty via email about the program and request Sangeeta and Sheetal to assist Swatee in the implementation. The program will begin with involving students of FYBA and CS department and for students who voluntarily would like to join in.

3. Any other matter with the permission of the chair- Dr Arwah informed about the ASPIRE program of research of the SPPU. Faculty below the age of 40 years will be encouraged to apply for the funding and submission of the research proposal for the same.

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

Principal,
St. Mira's College for Girls

St. Mira's College for Girls, Pune

IQAC **Minutes of meeting**

Date – 16-10 -2020   Time- 4 pm

The meeting of the IQAC was held on held on 16-10-2020 at 4 pm on a zoom meeting. The following members were present: -

1) Dr. G. H. Gidwani – Principal
2) Mrs Stella Ambrose
3) Dr. .Soniya Chavan-COE
4) Dr.ShaliniIyer
5) Dr.RamaVenkat
6) Dr Arwah Madan
7) Dr Vaishali Diwakar
8) Dr. Jaya Rajagopalan – IQAC coordinator
9) Dr Vaishali Joshi
10) Dr.SnoberSataravala
11) Ms.ElizabethKanade
12) Mrs SwateeSarwate
13) Mrs.Ashwini Kulkarni

A. The following Programs were approve

1."Career Opportunities" has been planned for the current batch of TY B Com Students. Words Maya Empower" is an online platform for improving employability skills. This venture is in partnership with IBM Skills Build Program. Mr. Harshad Bhagwant, CEO is interested in conducting this webinar for our TY BCom students. This webinar will benefit our students in pursuing their career goals.

The details are as follows:

Speaker: Mr. Harshad Bhagwat.

Date: 22-10-2020.

Time- 2pm to 3pm.

Participants - TYBCOM

Venue - Googlemeet or zoom.

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B. Meetings with Criteria coordinators –

1. Documents will need to be collected from Faculty, Departments, Office – It was suggested that google sheets can be used to collect the data from departments and faculty. This will be coordinated in consultation with Ashwini and MrsStella Ambrose

2. All committees to make a list of policies that are required for their criteria. We will need to generate these policies.

3. List of documents that need to go on the website- to be prepared by each committee. Dr Arwah Madan suggested to refer to the document forwarded by the website committee to cross check the data needed on the website.

C. Mentoring Feedback –

Students have been raising concerns about online teaching and are finding it difficult to sustain attention for long hours. It was decided to revise the timetable to include 3 lects/subject/week instead of 4 lects/subject/ week. This is also in keeping with the UGC recommendation of covering 75 % of the syllabus for this semester. Mrs Ambrose would be coordinating the revised timetable.

D. Dates of result announcement for TY/ PG exams.

The paper that was to be originally conducted on the 15th of OCT will now be conducted on the 22nd of OCT

It was decided that the TY / PG exams (2019-20) batch will be announced by 30th Oct 2020.

Exams for the current students will be conducted according to the term ending dates released by the SPPU. It was suggested that faculty discuss the possible nature of the end semester exams that will be conducted online. A consensus for the same will be arrived in the subsequent meeting.

In keeping with the UGC recommendation of covering 75% of the syllabus for this semester, it was decided that the end semester exams would be conducted on 75% of the syllabus for all the subjects across all streams.

D. Any other matter with the permission of the chair

Dr Gidwani suggested conducting a webinar by Ms. Mihika Bhanot on preparing the students for placement and recruitment into the industry. This activity will be coordinated by Swatee Sarwate as a part of the placement cell and career counselling initiative.

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

Principal
St. Mira's College for Girls, Poona

St. Mira's College for Girls, Pune
IQAC Meeeting 9.10.2020

Minutes of meeting

Date – 09-10 -2020   Time- 4 pm

The meeting of the IQAC was held on held on 09-10-2020 at 4 pm on a zoom meeting. The following members were present: -

1) Dr. G. H. Gidwani – Principal
2) Mrs Stella Ambrose
3) Dr. .Soniya Chavan-COE
4) Dr.ShaliniIyer
5) Dr.RamaVenkat
6) Dr Arwah Madan
7) Dr Vaishali Diwakar
8) Dr. Jaya Rajagopalan – IQAC coordinator
9) Dr Vaishali Joshi
10) Dr.SnoberSataravala
11) Ms.ElizabethKanade
12) Mrs SwateeSarwate

A. *The following Programs were approved:*

1. Day Celebration- 'Reading Inspiration Day' which is on 15th October- birth Anniversary of Dr. A P J Abdul Kalam.

The activities planned are as follows:

1. Showing a Documentary on 'Village of Books'. (10 mins including the introduction & ending part)
2. A Lecture by Dr.SnoberSataravala on the: Benefits of Reading (15Minutes)
3. 7-10 Students will talk about the best books they have read (worth sharing) (35 mins)

Details:

- Date:15 October, 2020, Time:3.00 pm to 4.00 pm
- Participants: Students: Degree College and Junior College and Faculty- open to all

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2.A training session on 'How to Search EBSCO Databases Efficiently?

For Students Date: *Friday, 23 October* Time: *3.00 PM to 4.00 PM*

Participants: *All Students of UG & PG Courses*

Mode of Training: CISCO Webex Platform. (EBSCO)

For Faculty Date : Tuesday, *27 October, 2020* Time: *3 00 PM to 4 Pm*

Participants: *All Faculty Mode of Training*: CISCO Webex Platform. (EBSCO)

Dr Rama Venkat presented the collaboration of CWE with MHRD.

2.*Centre for women entrepreneurship* - CWE has become a registered member of the IIC-MHRD. Ministry of Human Resource Development (MHRD), Govt. of India has established 'MHRD's Innovation Cell (MIC)' to systematically foster the culture of Innovation among all Higher Education Institutions (HEIs). Reg Id :**IIC ID- IC202014265** Since we have a very active and vibrant CWE organizing a plethora of activities, we are taking it to the next level of accreditation from the Government of India. Once the portal opens with calendar for this years activities, we will have a lot more to do and report as per the guidelines laid down by IIC.We will be evaluated and ranked accordingly at a National level.

1. Inaugural session CWE (22020-2021)

Resource Person-Dr. Netra Neelam, Deputy Director, SCMHRD
Date -Oct 23rd,2020. Time-3.00 pm-5.00 pm
Participants-CWE Registered members and interested members of Entrepreneurs Club of the college

2. Orientation on Social Entrepreneurship
Resource Person-Mr. Sujay Dixit, Senior Program Manager, Incubation Centre, TISS Mumbai
Participants-CWE Registered members and TYBA students and SY BE students

Date-31st Oct,2020. Time- 4.00pm-5.00pm

3.**Webinar** on " **Practical session on Power Yoga and its benefits**" for our students and staff members. By Dr. Manali Deo (International Level Yoga Coach, Player and Referee and Founder Director Mind and Body Yoga Institute, Pune)
This session will be conducted under the program **PhysicalFitness @ home** and **Fit India Movement** on 16th October, 2020, Friday between 5pm to 6 pm.

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B. Status of SSR Report of 2017-18 for every criterion – deadline decided is 17th October

The committee discussed the data collection process and it was decided that every committee coordinator would discuss their respective criteria, in the context of the SSR in the coming week. The discussion with Criteria 2 and Criteria 3- Consultancy has been completed.

The following will be the schedule of discussion for the remaining Criteria :

Criteria 6 – Monday – 12th Oct – 1 pm	Dr Rama Venkat
Criteria 5 – Monday – 12th Oct – 4 pm	Ms. Elizabeth Kanade
Criteria 1 : Wednesday 14 Oct – 4 pm	Dr Shalini Iyer
Criteria 4 : Thursday 15th Oct – 10 am	Mrs.Stella Ambrose
Criteria 3- Research – Thursday 15 Oct – 4 pm	Dr Arwah Madan
Criteria 3 – Extension – Thursday 15th Oct – 3 pm	Dr Vaishali Joshi

C. Any other matter with the permission of the chair

Dr Gidwani appreciated the Department of English activity of conducting activities of theatre club on the online platform.
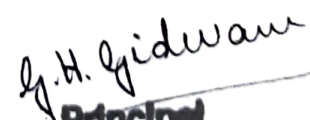
Ms.ElizabethKanade suggested that the grievance redressal mechanism of the college needs to be streamlined and the policy statement of the same needs to be put on the website for the students information and access. This was seconded by Dr Arwah Madan who mentioned that websites must have the grievance redressal booklet uploaded.

Dr Gidwani also brought into discussion the need of a mechanism to be developed for the taking action on repeated complaints against a single faculty.It was discussed and suggested that a hierarchical process to higher authority intervention, must be set if feedback is not being acknowledged by the faculty.It was decided that the grievance redressal committee would be developing the policy document for the same.

It was agreed upon that the current existing committees need to be reshuffled for optimum efficacy according to the role demands of each committee. Mrs Stella Ambrose will be assisting Dr Jaya in creating a new committee list for the current academic year.

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

Principal
St. Mira's College for Girls, Poona

Date – 25-09-2020   Time- 4 pm

The meeting of the IQAC was held on held on 25-09-2020 at 4 pm on a zoom meeting. The following members were present:-

1) Dr. G. H. Gidwani – Principal

2) Mrs Stella Ambrose

3) Dr. .Soniya Chavan-COE

4) Dr.Shalini Iyer

5) Dr.RamaVenkat

6) Dr Arwah Madan

7) Dr. Jaya Rajagopalan – IQAC coordinator

8) Dr. Snober Sataravala

9) Ms.Elizabeth Kanade

10) Mrs Swatee Sarwate

11) Mrs Ashwini Kulkarni

The following initiativeswere approved:

1.The department of Sociology will also apply for the *Research Centre in Women's studies.* The eligibility criteria will be handled by Dr. Anagha Tambe, Head, Women's Studies dept in SPPU, and the Dean Dr. Anjali. The SPPU presently is not accepting any research proposals. The application will be done with further instructions from the SPPU.

2.The Department of Education is organising a *Webinar on Challenge for Colleges under NEP 2020 on September 25th 2020 from 3 to 4 pm.* The program was approved 3 weeks before. Being minuted here as date got shifted.

Participants – Open to Students and Teachers

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3.Department of Psychology - _National Human Resource Development Network (NHRDN)_ _has proposed to partner with St. Mira's College for Girls for Mind Matters Week from 5th_ _to 10th October, 2020._

During the week they are going to run various programs and webinars which our faculty members can avail for free. There is no minimum number of faculty member requirements and they can voluntarily be a part of the webinars.

4. Department of Psychology, St. Mira's College for Girls, Pune in collaboration with Swasti Institute of Learning and Development Pvt. Ltd. to commence a _Certificate Course in_ _Organizational Development and Change Management from 4th November, 2020._ The MoU for the same has been signed.

The duration of the course will be 45 hours, spread across 4 months from November, 2020 to February, 2021.
Participants - The eligibility for the course will be post graduate students, faculty members teaching management related courses and working professionals.

5.Placement committee- _Quantitative Aptitude and Verbal Ability for all final year_ _students on 28th and 29th September, 2020 from 4 pm to 6 pm both days._ This would be beneficial for placement drives that students would be appearing.

Following are the details of the same.
The Resource persons are from IMS, Pune.
1) Session 1 - Cracking QA LR DI for Aptitude tests by Mr. Anirudh Murarka (Lead Quant Mentor - IMS Pune, CAT QA 99percentiler)
Date - 28th Sep @ 4-6pm

2) Session 2 - Cracking VA for aptitude tests by Mr. Ankit Srivastava (Lead Verbal Mentor - IMS Pune, CAT VA 99percentiler)
Date - 29th Sep @ 4-6pm
Both the sessions are free of charge.

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B. Status of SSR Report of 2017-18 for every criterion

The deadline of submission of year 2017-18 along with all scanned documents to be extended to 19th October 2020 in the view of exams.

It was decided that all criteria coordinators will discuss the documents that they need to fill with the IQAC coordinator in separate meetings over the next week.

C. Any other matter with the permission of the chair

1.Student grievances - The following student grievances were retrieved from the complaint box for the year 2019-20.The issues were discussed and the following ATR was accepted.

Summary of Complaints Recd in 2019-20 retrieved from Complaint Box				
S. No.	Complaint Particulars	Context of Complaint	No. of Complaints	Action Taken/ to be taken
1.	Camera not working (CCTV)	CCTV coverage not shown to student when girls lose their personal belongings like Mobile phone/cash on campus	17	CCTV coverage only shown to Police when FIR is lodged
2.	Access to water purifier not there	Water Room has tap water- not purified	8	Water Purifier in Canteen
3	Against Faculty	Rudeness	01	To Counsel Faculty
4.	Against Office Staff	Rudeness and procrastination	02	To Counsel Office Staff
5.	Against Library Staff	Slow	01	To counsel Staff

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2. Quality initiatives taken for the conduct of the online exam of TY and PG Part II – MCQ's

In view of the directives from the SPPU , the college will be conducting the final year exams for the students (TY and PG part II) .Several quality initiatives have been taken in this regard.

1.Reaching out to the students to check their preparedness for taking Online exams.

2. Software purchases to ensure fair practices and user friendly interfaces for students

3.Mock examinations to familiarise students with the process

4.Revision classes for both backlog as well as regular exams to be conducted a week prior to the dates of the exams.

5. All faculty to reach out to the students to ensure that the mobile numbers submitted to college are valid and in use.The SMS regarding the login and password will be forwarded on these numbers.

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

Principal
St. Mira's College for Girls, Pune

IQAC Minutes of Meeting

Mode: Zoom Meeting

Day & Date: Friday, 4th September, 2020

Time: 4.00-5.00pm

Agenda:

Item No 1. Welcome of the newly Inducted IQAC member- Dr Arwah Madan as Research Coordinator.

Item No.2. Announcement of the new Controller of Examinations, Dr Vaishali Diwakar.

Item No.3: Approval of Webinar/Workshops of Departments.

Item No.4: Approval for Proposal for Research Centres by Departments of Sociology and Economics, Centre for Mental Well Being by the Dept. of Psychology and MILE – by the Department of English.

Item no 5: Deadline for submission of 2017-18 data with all uploaded documents for the criteria for SR (IIQA) will be 25-09-2020.

Resolutions:

1. It was resolved that Dr Arwah Madan would be the newly inducted IQAC member in the capacity of Research Coordinator. She was extended a warm welcome.

2. The announcement of the new Controller of Examinations, Dr. Vaishali Diwakar to succeed Dr.Soniya Chavan (due for superannuation in May 2021) at the earlier Exam Committee meeting was unanimously accepted. She was extended a warm welcome.

3. It had been resolved that all College level events would be routed through the IQAC at the meeting on 29-08-20. As an outcome of that resolution, the following events which had been mailed /routed through IQAC for approval -were approved, viz:

   - Student Induction Program for FY classes – 7-12September, 2020 organized by the SIP Committee between 9.00am-1.00pm

   - Debate on New Education Policy- Implementation of learning through mother tongue - Possible or Not Possible organized by Dept. of Marathi- Friday, 18th Sept 2020 Time: 1 PM - 2.30 PM.

   - Webinar. on Breaking the Assumptions – Resurrecting your Career path for TY students by the Dept. of BBA(CA) on 10th/11thSept.2020 between 4.00-5.30 p.m.

4. It was resolved that the Proposals for Research Centres by Departments of Sociology and Economics, Centre for Mental Well Being by the Dept. of Psychology and MILE

1

Principal Incharge
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by the Department of English should be approved and work on the same should commence.

5. It was decided that the IQAC sub-committees should commence work on SSR(IIQA) by first revisiting 2017-18 data . The deadline for submission of 2017-18 data with all uploaded documents for the criteria for SR will be 25-09-2020.

Note: It was pointed out that care should be taken to report data as per the following time lines:

- Research year – Jan 1 to Dec 31(For research data)

- Financial year – April 1 to March 31(any budget/ expenses/ infrastructure expenditure data)

- Academic year – June 15 to Jun 14(next year) e.g. June 15, 2017 to Jun 14, 2018(all other data excluding research)
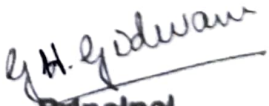
The IQAC members who attended this meeting included:

1) Dr. G.H. Gidwani, Principal
2) Mrs Stella Ambrose
3) Dr. Shalini Iyer
4) Dr. Rama Venkat
5) Dr Arwah Madan
6) Dr Vaishali Diwakar
7) Dr. Vaishali Joshi
8) Ms. Elizabeth Kanade
9) Dr Snober Satarawala
10) Mrs. Swatee Sarwate
11) Mrs. Ashwini Kulkarni

It was resolved that the next IQAC meeting would be scheduled for Friday, 11th Sept, 2020 at 4.00pm.

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

Principal
St. Mira's College for Girls, Poona

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St. Mira's College for Girls, Pune

Agenda of meeting to be held on Aug 28 2020

The meeting of the IQAC will be held on 28-08-2020 at 1 pm on a zoom meeting.

The agenda of the meeting is as follows:

Item No.1 :COE from 2021- 2022 to be announced .

Item No.2 :Reconstituting the NIRF committee

Item no 3:All quality initiatives to be rooted through the IQAC – Proposal for research centres by Sociology and Economics, Centre for Mental Well Being - Psychology

Item no 4 :Status ofAdmission related work

Item no 5 : Internal exams marks for current semester and deadlines for submission

Item no 6:SSR needs to be submitted in Nov 2021 – Preparation for the same. Deadline to be decided for submission of criterion data and the necessary supporting documents scanned from 2017-18, 2018-19, 2019-20 in the SSR format.

Item no 7 : Any other issues with the permission of the chair

Minutes of the meeting

The meeting of the IQAC was held on held on 28-08-2020 at 1 pm on a zoom meeting. The following members were present:-

1) Dr. G. H. Gidwani – Principal
2) Mrs Stella Ambrose
3) Dr. .Soniya Chavan-COE
4) Dr.Shalini Iyer
5) Dr.RamaVenkat
6) Dr.Vaishali Diwakar
7) Dr. Jaya Rajagopalan – IQAC coordinator
8) Dr.Vaishali Joshi
9) Dr. Snober Sataravala
10) Ms.Elizabeth Kanade
11) Mrs Swatee Sarwate
12) Mrs Ashwini Kulkarni

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Item no 7: Other issues

Dr.Gidwani stated that the sanctuary is expected to be started on Sep 1.It will be conducted by the faculty who has the first class of the day. The sanctuary will begin at 8.15 and will be followed by the regular class.Dr.Vaishali Joshi , Sanctuary coordinator will be sending the faculty a recording of the college song, Bhajan, and invocation. Students can also take the lead in organising the sanctuary.

As a quality initiative of the IQAC,it was decided to invite Dr.Manoj, Director of WRO, UGC to give a talk on "Changes in HEI's in the context of the NEP 2020".

As a post COVID – quality initiative, it was decided to start a student welfare scheme. This scheme would be a collaborative effort of all staff to help students facing financial difficulty due the current pandemic. The nature and the policy of the welfare scheme would be drafted in the subsequent sessions.It was also decided to have a drive for collecting old functional mobile phones to pass on to the students who are unable to afford the same.The drive would be coordinated by Dr.Vaishali Joshi, under the Social Outreach activity.

Item no 3: All quality initiatives to be rooted through the IQAC – Proposal for research centres by Sociology and Economics, Centre for Mental Well Being - Psychology

It was decided that all official communication will only happen through mail. Any activity that is beyond the department involvement will be routed through the IQAC.Also the academic calendar will be referred to before deciding the date of the activity to avoid overlap and crowding of activities on a single day. It was decided to organise webinars in sync with the IDP of the department and institution. There was not sufficient time to look at the proposals and it was decided to be brought up in the next meeting on Sep 4, 2020.Every activity should be sent for approval atleast 10 days prior to the proposed event date.

Item No.2 :Reconstituting the NIRF committee

Dr. Gidwani stated that the NIRF ranking is an area of concern and that in the light of that, the committee will be reconstituted. To motivate faculty for research output, linking it to the API scores was suggested. Every faculty will be expected to publish atleast one research paper every year.

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It was also decided to reconstitute the research committee and to conduct regular meetings of the research advisory committee.

Item no 5 : Internal exams marks for current semester and deadlines for submission
Decision for deadline for submission deferred till the Covid situation becomes clearer.Pattern for the online exam would be 20 marks MCQ and 20 marks of Flexi assignment

Item no 6 :SSR needs to be submitted in Nov 2021 – Preparation for the same.
Deadline to be decided for submission of criterion data and the necessary supporting documents scanned from 2017-18, 2018-19, 2019-20 in the SSR format.
The above details were discussed in the meeting and it was decided to set deadlines for submission year wise in the next meeting on the 4th of September 2020.

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

Principal
St. Mira's College for Girls, Poona

St. Mira's College for Girls, Pune

IQAC Minutes of meeting

Date – 11-08-2020   Time- 4 pm

The following members were present: -

1) Dr. G. H. Gidwani – Principal
2) Mrs Stella Ambrose
3) Dr. .Soniya Chavan-COE
4) Dr.Shalini Iyer
5) Dr.RamaVenkat
6) Dr Arwah Madan
7) Dr.Vaishali Diwakar
8) Dr. Jaya Rajagopalan – IQAC coordinator
9) Dr.Vaishali Joshi
10) Dr. Snober Sataravala
11) Ms.Elizabeth Kanade
12) Mrs Swatee Sarwate
13) Mrs Ashwini Kulkarni

1.The following programs were approved.:

A.*Informative webinar on Suicide Prevention on September 13, 2020-* **"Aao baat kare"** with reference World Suicide Prevention Month.

> The outline of the webinar will be as follows:
> 1. Understanding Suicide- need for answers
> 2. Busting myths about Suicide
> 3. Early signs/ warning signs
> 4. Ways of responding- Empathy will always matter
> 5. Role of Peers, teachers, Staff in making college a safe place for everyone
> 6. Suicide helpline numbers
> **Participants – Open to Students and their families, Teaching and non-teaching staff.**

B.*Webinar on "Gender Implications of the NEP 2020"* on 19-09-2020 at 11.

> **Open to all.**

> Speaker – Prof Vibhuti Patel, Retd Prof,TISS, Mumbai

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C. State-wise _Online Awareness on Access to e-Resources under N-LIST Programme is being organised by the INFLIBNET Centre, Gandhinagar, Gujarat. It will be held on_

    Date - September 15, 2020 from 3 pm to 4pm

    Participants – TY classes and PG classes.

D. Dept of Accountancy to initiate the activity for development of digital skills.-_Virtual Commerce Lab sessions_. By faculty mentors, peer mentors and alumna.

    Dates- 12th September (4 to 6 pm)

    14th September (3.30 to 5.30 pm)

    19th September (4 pm to 5 pm)

    Participants – Open to all students

E. Webinar for our students with Dr. Mahesh Deshpande, Associate Professor, CACPE College, Pune. He will be focussing _on " Healthy Lifestyle in a Pandemic situation." It will certainly help our students._
Date - 18th September 2020, Friday at 5pm to 6 pm.
Participants -open to all students

2. _Issues related to sanctuary conduction and exams were discussed by Dr Vaishali Joshi and it was decided that_

    a. This year we may not be able to conduct Sanctuary as a credit course.
    b. The first lecture's attendance will be sufficient enough record for Sanctuary
    c. There are few cases of students who have not appeared for Sanctuary examination and will be now appearing for the TY online exam. Their sanctuary exam will be of MCQ's conducted online.

3._Issues related to library functioning – To be discussed by Ms Devinder Kaur_

    a. In view of the current scenario, where physical visits to the library are limited, we would like to put before you/committee our suggestion for taking subscription to the syllabus-based e-books. It was decided that the library department would prepare budget and report the usage of books by students. A decision about the subscription would be taken post this information.

    b. Decision is to be taken about books pending with students of all classes. Fine is accumulated in their accounts. There are two cases- _1_. Fine before 17 March 2020 and 2. Fine after 17 March 2020.
    It was decided not to look at the students as defaulters due to the pandemic situation. The students would be informed to return the books by Oct 1.After that fine will be levied.

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c. It was decided to allow students/parents to return books. However issue of books to parents will not be permitted.

d. Decision on whether to subscribe to the print editions of 'Newspapers' and 'Magazines. Currently, we are subscribing to E-Newspapers of Times Group and Indian Express. As far as magazines are concerned all are not available with the vendors. Also, all are not getting printed. It was decided to continue with current have subscription and the facility to be shared with faculty for use through a circular.

e. To provide links of EBSCO databases and NLIST on the Home Page of our website for more visibility and increased usage. - Continue with these links under the library tab

f. library can prepare a 'Google Drive' of Previous Years' Question Papers and the same can be shared with students. This would be a need-based sharing of question paper. The mail id of library for the same, to be shared on the website.

4. Deadline for MCQ for TY exams to be submitted is September 21st. As a window of relief, faculty who so desire can give TY classes a break from September 15 to September 21. Other faculty can engage the TY students through webinars or extra activities.

5. Dr Snober explained the process of mentoring to the IQAC, emphasising the process of digital mentoring which needs to be carefully followed. It was suggested to send out the forms to the students in advance so that the sessions could be fruitful. It was requested that IQAC members inform their departments about the same.

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Principal
St. Mira's College for Girls, Poona

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ACTION TAKEN REPORT

The following action taken report is taken with respect to the plan of action presented at the beginning of the year: 2020-21

The actions were recommended by each criterion coordinator and were presented at the first IQAC meeting for the academic year 2020-21 held on: 11th August 2020

The progress of the actions planned were discussed at the subsequent meetings held on 28.08.2020, 04.09.2020, 25.09.2020, 09.10.2020, 17.03.2021, 19.03.2021

The following actions were taken and their results:

Plan of Action	Outcome
To adhere to the academic calendar	Successfully taught 100% of the syllabus and tested on 75%. Lectures were spaced out to help students adapt to the online mode.
Results: successful transition to the online mode of teaching. Quality Assurance: trial practice lectures were conducted in advance to enable teachers to master the online mode and begin classes on time. Lectures were recorded and uploaded to the LMS moodle for students to watch incase they had connectivity issues Processes to ensure continuity: LMS Moodle was already in use. However now more sophisticated methods were employed for lectures and testing	
To strengthen inter institution and international academic collaborations	The collaboration with LaGuardia Community College, New York expanded into MILE-Mira International Learning Exchange: A Centre for Virtual collaboration. Previous collaborations with TISS Mumbai, ATS learning solutions, Drishti institute and Women's Studies Centre-SPPU were nurtured
Results: 7 multidisciplinary collaborations were conducted in addition to previous collaborations Quality Assurance: pre course and post course feedback, special international FDP to train collaboration staff Processes to ensure continuity: establishment of MILE: Mira International Learning Exchange: A Centre for Virtual Collaboration. 2 credit courses entered on the marksheet	
To establish a research centre	The college applied for PhD research centres in the field of Women's Studies, Sociology and Economics
Results: the process was initiated Quality Assurance: allocation of a fully equipped room in the PG Library for the research centre with a computer, space for discussion. Processes to ensure continuity: introducing a PhD programme	

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To sustain student representation on academic and administrative bodies/ committees of the institution	Despite COVID restrictions the college formed the student council, the various clubs like Debate, Theatre, Magazine committee. SOUL- Social Online United Learning
Results: successful shift to the online mode of operation at multiple levels Quality Assurance: high speed internet connection in college Processes to ensure continuity: use of G suites for unlimited online storage space etc	
To increase the scope of alumni activities	Fund raising for COVID afflicted students
Results: an online cultural programme was organized to raise funds Quality Assurance: funds used to help pay students' fees and provide cellphones Processes to ensure continuity: liaison between the alumni association and the college student support	
To strengthen the mentoring system	The mentoring system provided support to the mental wellbeing programme during the COVID crisis
Results: due to the overwhelming COVID crisis the mentors stepped in to provide support to the students in cases when the counsellors were busy.	
To update the faculty and encourage a continuous learning culture particularly focussing on enhancing digital teaching to build learning communities	FDP's and webinars were organised on COIL collaborative online international learning, platforms for online teaching etc
Results: due to the in house training programme by the computer science dept as well as the international training teachers were able to make the transition to online teaching very smoothly. Quality Assurance: to ensure that teaching communities were formed to fill the gap formed due to the absence of physical presence in the classroom. Discussion forums on the LMS and whatsapp groups were employed. Processes to ensure continuity: use of the LMS	
To ensure the mental well being programme functions during the time of COVID	The programme shifted to the online mode and focussed on the stress, anxiety and grief caused due to Covid
Results: in addition to the mental well being programme and mentoring, peer support was also encouraged Quality Assurance: trained counsellors Processes to ensure continuity: the formal metal well being programme	
To introduce the new curriculum keeping in mind Blooms taxonomy, mapping Course Outcomes to Programme Outcomes	The BOS and Academic council meetings were conducted and the new FY syllabus was successfully rolled out
Results: the SY and TY syllabus was successfully planned and passed Quality Assurance: meeting of the Board of Studies and Academic Council Processes to ensure continuity: syllabi to be changed every three years	
To secure online feedback from students, parents, alumni and employers	Feedback was obtained, analysed and uploaded to the website. In addition action was taken based on the analysis
Results: overall the feedback was extremely positive Quality Assurance: analysis by statistics teacher.	

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2021-2022

St. Mira's College for Girls, Pune
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Minutes of the IQAC Meeting 29/9/2021

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

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

The following are the minutes of the meeting.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. Syllabus Audit Report;

4. Extension activities streamlined on a common platform

5. Review the Plan of Action and specify measurable outcomes

_____

J. J. Sataravala

Jayati

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

Minutes of the IQAC/Staff Meeting 05/10/2021

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

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

The following are the minutes of the meeting.

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

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

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

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

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

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

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

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

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

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

The following points were raised:

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

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

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

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

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

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

ATR-

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

2. The policy was passed

J.J. Sataravala

Jayat

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. Jaya Rajagopalan
Principal Incharge

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

St. Mira's College for Girls, Pune
(Autonomus- Affiliated to Savitribai Phule Pune University)
Minutes of the IQAC Meeting 18/10/2021

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

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

Criteria wise ATR- which includes-
Criterion 1- syllabus industry audit report-to be discussed

Criterion 3- Linkedin Placements and Internship- under process

Criterion 3-Extension update-to be discussed

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

The following are the minutes of the meeting.

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

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

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

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

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

Criteria wise ATR- which includes-

Criterion 1- printing of all FY syllabi has begun.

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

User manual for the exams must be uploaded

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

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

Criterion 4: Done

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

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

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

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

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

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

Minutes of the IQAC Meeting 8/11/2021

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

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

The following are the minutes of the meeting:

- All DVV and scanned PDF for 2020-21 to be given to Mrs. Gauri Ghumatkar and the IQAC Coordinator after being appropriately labelled with the correct number of the metrics.

- Dr Dimple Buche and Dr Manisha Pimpalkhare to put forward a timetable to collect and verify all DVV from criterion heads for the SSR

- Dr Snober Satarawala would focus on uploading 2020-21 AQAR by 25th November 2021

Criteria wise ATR- which includes-

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

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

Criterion 3 Extension-DVV collection started

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

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

Criterion 4: Done

Criterion 5: will submit by 10th November 2021

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

Dr Snober Satarawala
IQAC Co-ordinator

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

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

<u>Agenda:</u>

1. Presenting Action Taken Report for the Second Quarter

2. Presenting the AQAR to the IQAC

<u>The following are the minutes of the meeting</u>.

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

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

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

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

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

ATR- includes-

1. Appraisal process of all aided and unaided teaching staff

2. Finalization of revised policies

3. Finalization of DVV for scanning

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

ST. MIRA'S COLLEGE FOR GIRLS, PUNE
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Internal Quality Assurance Cell
Attendance Sheet

Date 08-11-21   Time 12 noon.

Sr. No.	Name of the Person	Designation	Signature
1	Dr Jaya Rajagopalan	Chairperson, Principal Incharge	Jayah
2	Dr Mrs Shalini Iyer	Vice-Principal	—
3	Dr Vaishali Diwakar	Controller of Examinations	—
4	Dr. Snober Sataravala	IQAC Co-ordinator	J.J. Sataravale
5	Mrs. Rekha Kankariya	BBA/BCA Course Coordinator	—
6	Ms. Elizabeth Kanade	Internal Auditor	Elizabeth Kanade
7	Dr Dimple Buche	IQAC Assistant Coordinator	Buche
8	Dr Manisha Pimpalkhare	IQAC Assistant Coordinator	nipman
9	Dr Sandhya Pandit	Criterion I	SP
10	Mrs. Gitanjali Phadnis	Criterion II	G.M.Phadnis
11	Dr Arwah Madan	Criterion III	
12	Ms. Veena Kenchi	Criterion III	Veena
13	Mrs. Swatee Sarwate	Criterion III	Swatee
14	Mrs. Smita Borkar	Criterion IV	
15	Ms. Elizabeth Kanade	Criterion V	Elizabeth Kanade
16	Dr. Rama Venkat	Criterion VI	Rama Venkat
17	Mrs Devinder Kaur	Library	—

Swati Pulate   C4

St. Mira's College for Girls, Pune
(Autonomus- Affiliated to Savitribai Phule Pune University)
Minutes of the IQAC Meeting 1/12/2021

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

Agenda:

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

2. Status of audit for SSR

The following are the minutes of the meeting.

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

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

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

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

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

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

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

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

Criteria wise ATR- which includes-

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

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

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St. Mira's College for Girls, Pune.

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

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

Criterion 3 Extension and Consultancy DVV all checked

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

Criterion 4: 99% Done

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

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

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

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

Dr Snober Sataravala

IQAC Coordinator

Dr Jaya Rajagopalan

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

<u>St. Mira's College for Girls, Pune</u>
<u>(Autonomous- Affiliated to Savitribai Phule Pune University)</u>
<u>Minutes of the IQAC Meeting 21/02/2022</u>

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

<u>Agenda:</u>

1. Plan of action for submission of SSR

<u>**The following are the minutes of the meeting**</u>.

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

<u>**ATR- which includes-**</u>

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

Dr Snober Sataravala
IQAC Coordinator

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

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Dr Snober Sataravala

IQAC Coordinator

Dr Jaya Rajagopalan

Principal Incharge

Principal Incharge

St. Mira's College for Girls, Pune.

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

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

The following are the minutes of the meeting.

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

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

Achievements:

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

- Successful submission of AQAR 2020-21

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

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

ACTION TAKEN REPORT

Criterion 1-Curricular Aspects

- **Plan of Action**

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

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

  3.Introduce more certificate courses

- **Status Report**

1. The internship aspects have been integrated in the curriculum

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

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

Criterion 2- Teaching Learning & Evaluation

- **Plan of Action**
  1. Move towards blended learning
  2. Audit of exam papers

- **Status Report**
1. Successfully introduced blended learning. This was done in keeping with the government regulations and guidelines published from time to time.
2. Audit of exam papers is pending.

Criterion 3- Research

- **Plan of Action**
  1. Faculty Research Presentations & Reviews

- **Status Report**
  1. Faculty presentations and reviews are in progress. For the year 2021-22, 5 research papers have been published by the faculty members.
  2. Presentations of proposals for research projects to encourage research- a session for these presentations to be planned

Criterion 3- Consultancy

- **Plan of Action**
  1. Consultancy opportunities stream wise posted.
  2. Consultancy policy to be in place

- **Status Report**
  1. Consultancy Policy is in place
  2. Opportunities for Consultancy were identified and shared with the concerned departments like Education, English, Sociology and Entrepreneurship

Criterion 3- Internships

- **Plan of Action**
  1. Active participation in collaborative initiative with organizations like Tries edge, intelligence plus etc as an intern

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

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

The organizations that recurrently collaborated for faculty are-

Mira International Learning Exchange (MILE), TLLLF and Connecting NGO

The organizations that recurrently collaborated for student exchange are-

Mitti Ke Rang, Artsphere, Mira International Learning Exchange (MILE) and LaGuardia University, TLLLF and Connecting NGO

Criterion 3- Extension

- **Plan of Action**

  1. Consolidate the extension activities to selected programmes

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

- **Status Report**
- Preliminary work on consolidating extension activities has taken place. A more formal structure has to take shape.
- The process of creating a tab on website will begin soon

Criterion 4- Infrastructure and Learning Resources

- Plan of Action

  1. Installation of lecture capture system

- Status Report
- The due process has begun.

Criterion 5- Student Support & Progression

- **Plan of Action**

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

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

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

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

Criterion 6- Governance, Leadership and Management

- **Plan of Action**

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

- **Status Report**

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

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

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

Criterion 7- Institutional Values and Best Practices

- **Plan of Action**

  1. Setting up grievance redressal mechanism on the website
  2. Laying out a policy

- **Status Report**

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

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

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

Concluding comments:

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

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

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

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- In her response, the Industry Expert, Ms. Ashlesha Onawale the NGO representative on the IQAC from Deepgriha congratulated the institution and applauded its efforts to continuously rediscover itself.
- Mr. Akshay Oke, CA, the industry representative on the IQAC put forth some suggestions like internships and in response to Dr Jaya Rajagopalan's request for assistance he immediately assured he would. He also suggested campus placement drives.
- Ms. Shazia, alumni representative stressed the importance of enhancing the Arts courses with skills like data analysis. The principal I/c acknowledged the need for a liberal arts programme with computational skills and hopes to implement it.
- The vote of thanks was officially delivered by Dr Manisha Pimpalkare

The agenda for the next IQAC meeting –
  ➤ Plan of Action for 2022-23

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

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

Internal Quality Assurance Cell

ACTION TAKEN REPORT

2021-22

The Internal Quality Assurance Cell (IQAC) of St. Mira's College (Autonomous), Pune has been functioning successfully, since its inception on 15-Jul-2003. With a focus on academic excellence to ensure quality in all operations, the core team of the IQAC include Dr. Jaya Rajagopalan, Principal Incharge of the College as the IQAC Chairperson, Dr. Snober Sataravala as the IQAC Coordinator. To deal with the upheaval caused by COVID-19 the key thrust of all plans planned was "innovation".

The following action taken report is taken with respect to the plan of action presented at the beginning of the year: 2021-22
The actions were recommended by each criterion coordinator and were presented at the first IQAC meeting for the academic year 2021-22 held on: 29th September 2021
The progress of the actions planned were discussed at the subsequent meetings held on 12-10-21, 8-11-21, 18-04-22, 1-12-21, 21-01-22 and 6-4-22.
The following actions were taken and their results:

Plan of Action	Outcome
Appraisal policy	Quality contribution by all teachers across all NAAC criteria
Results: desirable. Quality Assurance: An efficient appraisal policy was formulated and implemented. Processes to ensure continuity: annual appraisal would be conducted annually. All DVV to be checked at four levels ie the head of the department, then the IQAC coordinator, the internal auditor and finally comments by the head of the institution and management if required.	
Internal control mechanism, internal audits and DVV verification	Thorough documentation duly verified for NAAC in 2022
Results: the outcome was achieved and AQAR 2020-21 was successfully submitted Quality Assurance: participative management by various criterion head making significant contributions in the 2021-22 planning and DVV collection and verification Processes to ensure continuity: the internal auditor established systems of submission and cross referencing so all faculty are aware of criteria requirements and submission of data.	
Integrate Academic Internships/Field Visits/Projects as part of curriculum	Will help our students be employable ready by meeting industry requirements

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Results were achieved Quality Assurance: with internships as part of the curriculum faculty are able to monitor the students' progress and commitment. Processes to ensure continuity: involvement of the IQAC industry expert to ensure availability of internships for all students in the course	
Initiate Employability Audit of the Syllabus by getting feedback from the industry	
Results: pending and under process Quality Assurance: AAA audit being undertaken Processes to ensure continuity: the audit will be conducted at least every three years	
Introduce more certificate courses	
Result: desirable. Two Certificate Courses- Quantitative Economics and Stock Market have been introduced in 2021-22. A 15 hour credit course on Digital Marketing was introduced. Quality Assurance: feedback analysis of the course	
Move towards blended learning	Enable safe opening of the college also long term vision of enrolling students from outside Pune
Results: successful implementation of blended learning using the LMS Moodle and Google classroom. Lectures were also recorded and uploaded for students to access. Quality Assurance: careful curation of lectures and courses, beginning with the post graduate courses. Use of the admin facility of the LMS to monitor attendance of students, assignments etc. Processes to ensure continuity: use of the LMS for blended learning and self-paced courses	
Audit of exam papers	Ensure quality question papers mapped to COs and POs using Blooms taxonomy
Results: pending and under process. Successfully drew up and implemented Equivalence Policy Quality Assurance: AAA audit being undertaken Processes to ensure continuity: the audit will be conducted at least every three years. Equivalence Policy is in preparation for NEP.	
Faculty Research Presentations & Reviews [Six Monthly]	Quality Publications & Quantity of Research Publications (scopus etc
Results: desirable. Faculty presentations and reviews are in progress. For the year 2021-22, 5 research papers have been published by the faculty members. Established a research centre for Women's Studies, research centre for Sociology and Economics has been approved. Quality Assurance: Presentations of proposals for research projects to encourage research- a session for these presentations to be planned Processes to ensure continuity: regular presentations of ongoing research projects and by PhD research scholars.	
Consultancy opportunities stream wise posted.	This will increase SMEs and revenues generated

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

Consultancy Policy	Encourage faculty to take up opportunities in consultancy

Results: Consultancy policy was finalized
Quality Assurance: regular updating of information on consultancy by coordinator
Processes to ensure continuity: 70% income for the faculty

Active participation in collaborative initiative with organizations like Triesedge, intelligence plus etc as an intern.	Exposure to future employers. Internships as credits included in few courses Internships will be /can be converted into placement

Results: desirable. Some of the collaborating agencies that have been associated with St. Mira's are Ticklinks, Mitt Ke Rang, IntelligencePlus, CMHS, Mind Champs, India Lost & Found, WayUp, My Captain, Eat My News, My Study Buddy, Facile NGOs- Connecting NGO, Prayatna, India Lost & Found, Wrytin, MyCaptain, Eat My News, Connecting NGO, Treidge Solutions, CA B.K Kothari and Associates LLP and Lighthouse communities. Plutusmart Technologies Pvt. Ltd., Unschool, Bolt IOT, Abhay Bagmar and Associate
Quality Assurance: International collaborations with LaGuardia Community College to gauge global requirements.
Processes to ensure continuity: included as a requirement for completion of the programme

Consolidate the extension activities to selected programmes	To achieve long term and meaningful engagement with these institutions
Create a separate tab on the website_with the list of collaborating institutions	To bring about awareness among students as well as outsiders

Results: desirable.
Quality Assurance: Preliminary work on consolidating extension activities has taken place. A more formal structure has to take shape. The process of creating a tab on website will begin soon.
Processes to ensure continuity: activities like SOUL: Student outreach united learning using the digital platform for one-on-one peer teaching learning has been made part of the curriculum and a skill enhancement component.

Installation of lecture capture system	Sophisticated online classes, self paced courses

Results: under process, tenders are being examined
Quality Assurance: training on creating modules for self-paced courses
Processes to ensure continuity: part of certain courses, starting with the PG will be online

Integrate DVV and appraisal to ensure equal focus on all activities across all criteria	Students get a quality and balanced education

Results: process has been implemented
Quality Assurance: appraisal by the head of the department, checking of DVV by the internal auditor and the IQAC Coordinator and final appraisal by the principal
Processes to ensure continuity: formal appraisal to be held at the end of every academic year

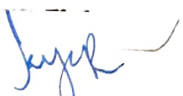| A robust follow up for student progression using Google forms	Capture progression data

Results: desirable.

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Adequate and effective policies in all key areas with key performance indicators	Effective quality assurance and control
Results: desirable. In all there are 19 policies covering various aspects of the working of the institution. Some of those are Admission Policy, Library Policy, Grievance Redressal Policy, IPR policy, Sustainability Policy etc Except for Examination Policy, all the policies are in the final stages of approval or are already approved. Quality Assurance: regulary ensure that all policies are working policies Processes to ensure continuity: policies are available on the website for all the refer to	
Brand management	To create an impact about the institution and its facilities and initiatives in the virtual world
Results: C 6 is working on the Linked in Page for the college as a part of Branding process.	
Setting up grievance redressal mechanism on the website	Effective quality and assurance control
Results: 1.Grievance committee and redressal mechanism has been put into place. 2. Green audit is going to take place in this year. It is a 5 yearly activity. 3. A more structured format of Value Education/ Sanctuary Examination with allotment of 2 credits(Non CGPA) is being introduced. Quality Assurance: the privacy of the grievance redressal mechanism is paramount. The process has been successfully followed through. Processes to ensure continuity: the tab is on website and can be accessed by all.	
Laying out a structured policy to handle grievances	
Results: Policy was finalized and uploaded to the website Quality Assurance: the committee meets regularly to discuss cases and areas for improvement	