

**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 10<sup>th</sup> 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 10<sup>th</sup> 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. 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

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



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

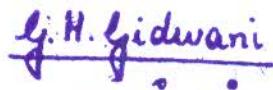
Department of Political Science and History to conduct National Seminar in February 2019 and Department of English to conduct State level Seminar in February 2019

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

No other items were brought up for discussion.



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

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

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**Meeting 2 : 17<sup>th</sup> October 2018**

**Agenda of meeting to be held on 17<sup>th</sup> October 2018**

The meeting of the IQAC will be held on 17<sup>th</sup> 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 17<sup>th</sup> 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) 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



**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 be 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 22<sup>nd</sup> Oct 2018.



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

J. H. Gidwani  
Principal<sup>4</sup>  
St. Mira's College for Girls

**St. Mira's College for Girls, Pune**  
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**Meeting 3 :22nd October 2018**

**Agenda of meeting to be held on 22nd October 2018**

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. Shalini Iyer
- 4) Dr. Rama Venkat
- 5) Dr. Vaishali Diwakar
- 6) Dr. Jaya Rajagopalan- IQAC coordinator
- 7) Dr. Vaishali Joshi
- 8) Dr. Snober Sataravala
- 9) Mrs. Swatee Sarwate

**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 :**



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 to:

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

Jayash

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

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**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



1. Stella Ma'am, Ashwini and Snober will meet on Saturday 27<sup>th</sup> 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.



*Jaya*  
IQAC Co-ordinator  
St. Mira's College for Girls, Pune

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

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**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 24<sup>th</sup> 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.



### **Minutes of the Meeting of the IQAC**

The meeting of the IQAC was held on 24th 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) Dr. .SoniyaChavan-COE
- 4) Dr. Rama Venkat
- 5) Dr Vaishali Diwakar
- 6) Dr. Jaya Rajagopalan- IQAC coordinator
- 7) Dr. Snober Sataravala
- 8) Mrs. Swatee Sarwate
- 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.



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]



- (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  
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**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 24<sup>th</sup> 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)
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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.



### Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on 24th 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) Dr. .SoniyaChavan-COE
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- 7) Dr. Snober Sataravala
- 8) Mrs. Swatee Sarwate
- 9) Mrs. Ashwini Kulkarni
- 10) Dr. Bhagwanti Nanwani – External expert

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

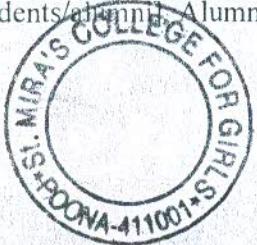
Discussion: The following decisions were taken in the context of curriculum:

#### **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.



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]



(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



*Jayash*  
IQAC Co-ordinator  
St. Mira's College for Girls, Pune

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

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**Meeting 6 :26th October 2018**

**Agenda of meeting to be held on 26th October 2018**

The meeting of the IQAC will be held on 26<sup>th</sup> 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 26<sup>th</sup> 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) Dr. .SoniyaChavan-COE
- 4) Mrs. ShaliniIyer
- 5) Dr. RamaVenkat
- 6) Dr. Jaya Rajagopalan
- 7) Dr. Vaishali Joshi
- 8) Dr. SnobertSataravala
- 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.



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.



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

Jayab

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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 7 :27th October 2018**

**Agenda of meeting to be held on 27th October 2018**

The meeting of the IQAC will be held on 27<sup>th</sup> 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<sup>th</sup> 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. Rama Venkat
- 6) Dr. Jaya Rajagopalan
- 7) Dr. Snober Sataravala
- 8) Mrs. Swatee Sarwate
- 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.



**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.



*Jayab*  
IQAC Co-ordinator  
St. Mira's College for Girls, Pune

*L. H. Gidwani*  
Principal  
St. Mira's College for Girls

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**Meeting 8 : 30<sup>th</sup> April 2019**

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

The meeting of the IQAC will be held on 30<sup>th</sup> 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.

**Minutes of the Meeting of the IQAC**

The meeting of the IQAC was held on 30<sup>th</sup> 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. Rama Venkat
- 5) Dr. Vaishali Joshi
- 6) Dr. Jaya Rajagopalan



- 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 has 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



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 .



*Jayash*  
IQAC Co-ordinator  
St. Mira's College for Girls, Pune

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