

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

**7.1.10**

***The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.***

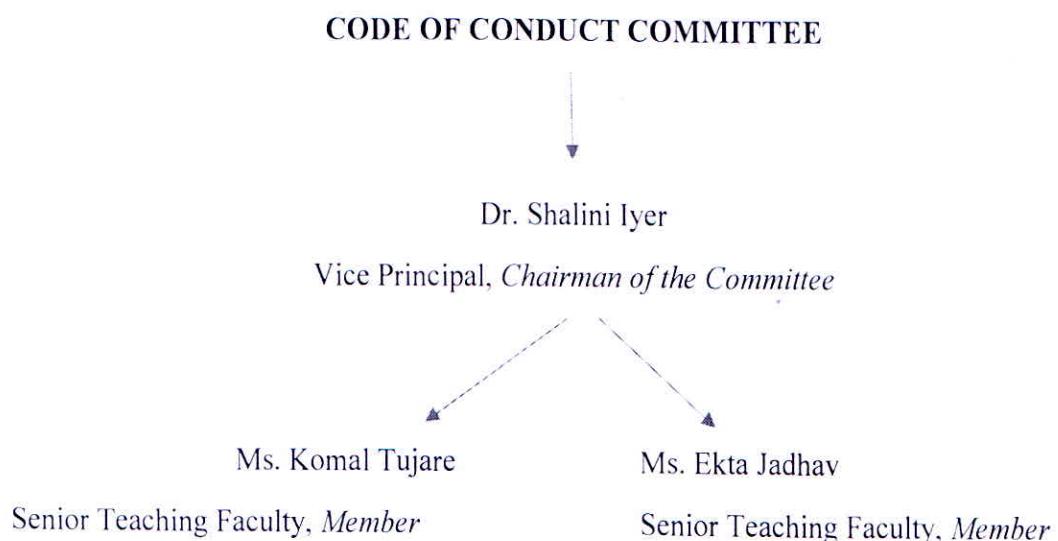
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.

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**St. Mira's College for Girls, Pune**  
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St. Mira's College has adopted a Code of Conduct and Ethics which is binding upon all students across all courses and streams both in the aided and unaided sections. All students must know that they have to abide by this Code of Conduct and Ethics and uphold and fulfil the responsibilities enshrined within. A sub-committee has been set up under the Grievance Committee of the college to monitor behaviour and conduct on campus in an attempt to create a peaceful, safe and happy environment, which is conducive to a culture of learning and excellence. The composition of the Code of Conduct Committee is as follows:



If there is a case against a student for a possible breach of code of conduct, then the Ethics and Code of Conduct Committee is responsible for investigating and inquiring into the alleged violation and accordingly recommending suitable disciplinary action to be taken against the said student. The committee shall consider the seriousness of the alleged offense and recommend disciplinary action that can extend from warnings to restriction of access to various College facilities; community service for a specified time; monetary fines and penalties; to suspension and expulsion.

Additionally, the committee is also responsible for hosting regular meetings to monitor conduct and behaviour on campus and for organising activities that encourage responsible behaviour among students as well as the staff of the college. All committee work is carried out under the guidance of the chairman of the committee with inputs from the principal of the organisation.



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

**St. Mira's College For Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**Grievance Redressal Committee Annual Report**

**St. Mira's College For Girls, Pune**

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**Annual Report of the Code of Conduct Committee for the year 2021-22**

1. Number of grievances received during the year 2021-22: NIL
2. Number of grievances resolved during the year 2021-22: NIL
3. Number of cases pending: NIL
4. Number of workshops/awareness programmes conducted during the year 2021-22: 3

5. Details of meetings conducted in the year 2021-22:

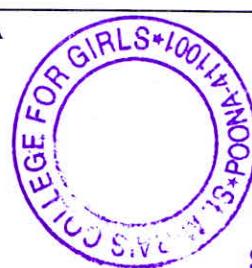
S. no.	Meeting	Date	Action/ Decision Taken
1	Meeting for Introduction and Orientation at Student Induction Programme	27/9/2021	The programme would be coordinated by Ms. Komal Tujare. An introduction of the committee along with a detailed summary of the policy on code of conduct would be offered to all FY students
2	Meeting to conduct a programme in Professional Ethics for Students	17/01/22	A programme on Professional Ethics at Workplace was organised on the 19 <sup>th</sup> of January 2022 for all graduating students
3	Meeting for Documentation for Grievance Committee and final submissions to criteria	24/03/22	The documentary evidence of all committee activities was collectively submitted to the respective criterion heads.

6. The names of the Committee members are as follows:

S. No.	Name	Designation	Contact details - email
1	Dr. Shalini Iyer	Vice Principal, Chairman of Code of Conduct	<a href="mailto:shalini.iyer@stmirascollegepune.edu.in">shalini.iyer@stmirascollegepune.edu.in</a>
2	Komal Tujare	Senior Teaching Faculty, Member	<a href="mailto:komal.tujare@stmirascollegepune.edu.in">komal.tujare@stmirascollegepune.edu.in</a>
3	Ekta Jadhav	Senior Teaching Faculty, Member	<a href="mailto:ekta.jadhav@stmirascollegepune.edu.in">ekta.jadhav@stmirascollegepune.edu.in</a>

7. Summary of the action taken on Grievances received: NA

*AN. Iyer*  
**KOMAL TUJARE**  
 MEMBER  
 CODE OF CONDUCT



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

**St. Mira's College For Girls, Pune**  
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**Code of Conduct Committee**  
**Constituted Statutory Bodies for the Academic Year 2021 – 22**

The following statutory bodies were constituted in keeping with guidelines required for statutory/regulatory bodies:

**Ethics and Conduct/ Disciplinary Committee**

1. Dr Shalini Iyer	Vice Principal	Chairperson	<a href="mailto:shalini.iyer@stmirascollegepune.edu.in">shalini.iyer@stmirascollegepune.edu.in</a>
2. Ms Komal Tujare	Senior Teaching Faculty	Member	<a href="mailto:komal.tujare@stmirascollegepune.edu.in">komal.tujare@stmirascollegepune.edu.in</a>
3. Ms Ekta Jadhav	Dir. of Physical Edu.	Member	<a href="mailto:ekta.jadhav@stmirascollegepune.edu.in">ekta.jadhav@stmirascollegepune.edu.in</a>

  
**Principal Incharge**  
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**Minutes of the Code of Conduct Committee Meeting 24/03/2022**

The meeting of the Grievance Redressal Committee was held on 24-03-2022 at 10:50 am in the vice principal's office. The following members were present-

Name	Designation	Signature
Dr. Shalini Iyer	Vice Principal, Chairman of the Committee	Shalini Iyer
Ms. Komal Tujare	Senior Teaching Faculty	Komal Tujare
Ms. Ekta Jadhav	Director of Physical Education	Ekta Jadhav

**Agenda for the meeting**

1. Allocating duties for committee documentation
2. Submissions for NAAC SSR

**Action planned for the Grievance Committees**

1. It was decided that the circular, report, attendance and photos of all code of conduct activities (Professional Ethics for students, faculty and other staff) would be submitted by Ms. Ekta Jadhav to the concerned criterion
3. It was decided that Ms. Komal Tujare would submit the minutes of the meetings of Code of Conduct committee to the grievance committee coordinator
4. The final documentation would be handled by the entire committee and submitted by the end of the month of March



  
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St. Mira's College for Girls, Pune.

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**Minutes of the Code of Conduct Committee Meeting 17/01/2022**

The meeting of the Grievance Redressal Committee was held on 17-01-2022 at 12.00 pm on the Zoom Meetings platform. The following members were present-

Name	Designation	Signature
Dr. Shalini Iyer	Vice Principal, Chairman of the Committee	<i>Shalini Iyer</i>
Ms. Komal Tujare	Senior Teaching Faculty	<i>K. Tujare</i>
Ms. Ekta Jadhav	Director of Physical Education	<i>Ekta Jadhav</i>

**Agenda for the meeting**

1. Discussion on duties for a session on Professional Ethics at Workplace for graduating students
2. Allocating duties for the session – Form A, Registration, Feedback, Report and photos

**Action planned for the Grievance Committees**

1. The session would be held in collaboration with the Placement Cell on the 19<sup>th</sup> of January 2022. Ms. Swatee Sarwate suggested Ms. Pooja Kashid as speaker for the event and she has been invited
3. It was decided that Ms. Komal Tujare would coordinate the event on behalf of the Code of Conduct Committee
4. The final documentation would be handled by the entire committee and submitted to the Grievance Committee



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

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**Minutes of the Code of Conduct Committee Meeting 27/09/2021**

The meeting of the Grievance Redressal Committee was held on 27-09-2021 at 11.00 am on the Zoom Meetings platform. The following members were present-

Name	Designation	Signature
Dr. Shalini Iyer	Vice Principal, Chairman of the Committee	<i>Shalini Iyer</i>
Ms. Komal Tujare	Senior Teaching Faculty	<i>Komal Tujare</i>
Ms. Ekta Jadhav	Director of Physical Education	<i>Ekta Jadhav</i>

**Agenda for the meeting**

1. Review of the functioning and mechanisms of the Code of Conduct Committee for 2021-22.
2. Planning for the introductory session of Code of Conduct at the Student Induction Programme

**Action planned for the Grievance Committees**

1. The Code of Conduct policy was read before the committee and all functions of the committee were discussed in detail
2. The documentation to be prepared for all committee activities and tasks was identified and the mechanism for maintenance of the same was put in place
3. It was decided that Ms. Komal Tujare would speak at the Student Induction Programme to offer them a clear understanding of the roles and functions of the committee
4. A powerpoint presentation would be made by Ms. Komal Tujare and shared with all committee members to review



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

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Minutes of IQAC Committee Meeting for Code of Conduct Policy & Procedures 27-01-2021

The meeting of the IQAC Committee was held on 27-01-2021 at 1.30 pm on the Zoom Meetings platform. The following members were present-

Name	Designation	Signature
Dr Jaya Rajagopalan	Coordinator IQAC	Jayab
Dr Shalini Iyer	Vice Principal	Iyer
Dr Rama Venkat	Senior Faculty Member	ramavarkat
Dr Arwah Madan	Senior Faculty Member	Arwah
Dr Vaishali Diwakar	Senior Faculty Member	Diwakar
Dr Vaishali Joshi	Senior Faculty Member	Vishali
Dr Snober Sataravala	Senior Faculty Member	Sataravala
Ms. Swatee Sarwate	Senior Faculty Member	Swatee
Ms. Ashwini Kulkarni	Senior Faculty Member	Ashwini

Agenda for the meeting

1. To constitute an independent Code of Conduct Committee going forward from the academic year 2021 - 22
2. To nominate members to the Code of Conduct Committee

Action planned for the Code of Conduct Committee

1. The members of admissions committee reviewed the mechanisms for implementing Code of Conduct policies and procedures. It was decided to constitute an independent Code of Conduct Committee from the academic year 2021-22.
2. Vice Principal Dr. Shalini Iyer, Asst. Prof. Komal Tujare and Dir. Of Sport Edu. Ms Ekta Jadhav were nominated unanimously to the newly constituted committee.

The meeting ended with a vote of thanks.

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



L. H. Jadhav  
1/2  
St. Mira's College for Girls

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**Minutes of the IQAC Committee Meeting for Code of Conduct 29-06-2020**

The meeting of the IQAC Committee was held on 29-06-2020 at 12.50 pm on the Zoom Meetings platform. The following members were present-

Name	Designation	Signature
Dr Jaya Rajagopalan	Coordinator IQAC	Jayab
Dr Shalini Iyer	Vice Principal	Iyer
Dr Rama Venkat	Senior Faculty Member	Rama Venkat
Dr Arwah Madan	Senior Faculty Member	Arwah
Dr Vaishali Diwakar	Senior Faculty Member	Diwakar
Dr Vaishali Joshi	Senior Faculty Member	Vishali
Dr SnoberSataravala	Senior Faculty Member	Sataravala
Ms. SwateeSarwate	Senior Faculty Member	Swatee
Ms. Ashwini Kulkarni	Senior Faculty Member	Ashwini

**Agenda for the meeting**

1. To review the College Code of Conduct Policy for the academic year 2020 - 21
2. To discuss the framing of a new Code of Conduct Policy 2021-22 onwards

**Action planned for the Code of Conduct Committee**

1. The members of the IQAC committee reviewed the present Code of Conduct. It was decided to adopt the existing Code of Conduct Policy since it was already included in the College Prospectus for the year 2020-21 and the admissions process was already underway and a new revised Policy be put in place for Academic Year 2021-22.
2. It was decided that the coordinator of the Grievance Cell, Ms Suhaila Azavedo would draft the new Code of Conduct Policy

The meeting ended with a vote of thanks.

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



J. H. Jidwani  
 Principal,  
 1/2  
 St. Mira's College For Girls