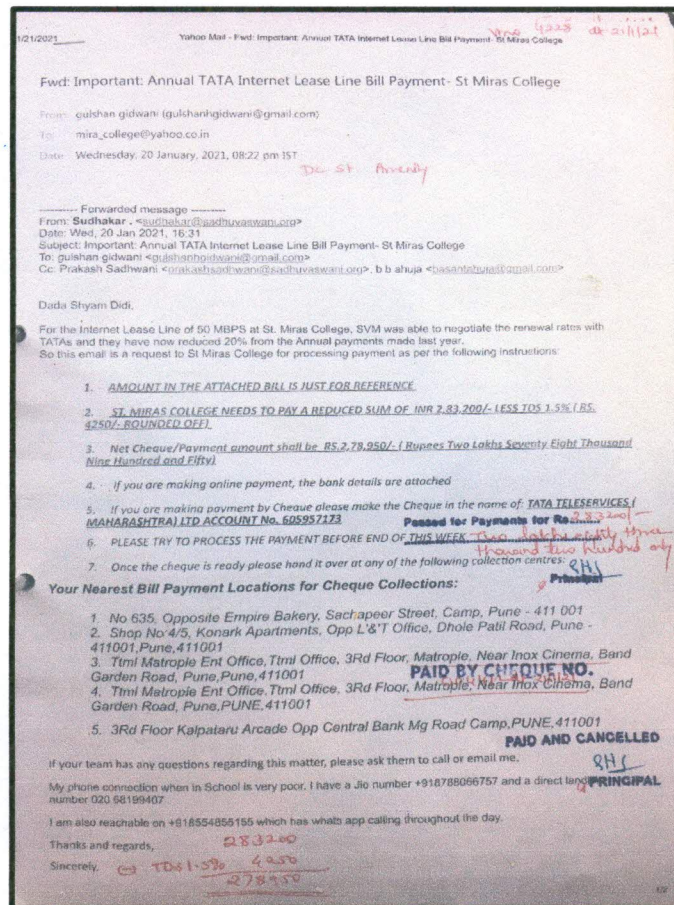


St. Mira's College for Girls, Pune
(Autonomous-Affiliated to Savitribai Phule Pune University)

6.3.1 EMPLOYEE WELFARE MEASURES- 2020-21

1.	<p>During the Covid restrictions, the Teaching Staff could smoothly conduct their online classes as the college campus has leased internet. The <u>Wi-Fi facility</u> and domain email addresses to each faculty.</p>
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2.	<p>Appointment of Counsellors for staff and students</p> <p>The college has 1 full time and 1 part time Consulting Psychologist to ensure <u>mental well-being</u> for the staff and students.</p> <p>Ms. Pooja Jain served as full time counsellor and coordinator Mental Well-being Program and Ms. Nupur Dhakephalkar served as part time psychologist. They provided counselling to 2 teachers.</p>
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Jayab
Principal Incharge
St. Mira's College for Girls



SADHU VASWANI MISSION'S
ST. MIRA'S COLLEGE FOR GIRLS
[An Autonomous College Affiliated to the Savitribai Phule Pune University]
[ARTS, COMMERCE, SCIENCE, B.Sc.(COMPUTER SCIENCE) BBA, BCA]
6, Koregaon Road, Pune - 411 001, [India]
Ph./Fax : 26124846 E-mail : mira_college@yahoo.co.in
Dr. G. H. GIDWANI
Principal

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

APPOINTMENT ORDER

Ref No. E-3(TTT)/2019-20

1.7.2019

To,
Mrs. Jain Pooja,
C-1001 Amar Ambience Society,
Kavade Mala, Ghorpadi,
Sopanbaug, Pune.

Sub: Appointment as a Co-ordinator for the Mental Well Being Program

Madam,

I have the pleasure to inform you that you are hereby appointed as Co-ordinator for the Mental Well Being Program for 2 years w.e.f. 1.7.2019 to 30.4.2020 & next year from 1.7.2020 to 30.4.2021

1. Your appointment may be terminated, at any time in the event of unsatisfactory services after serving you a notice period of one month. You may terminate your services after serving a notice of three months or reimburse three months salary in lieu thereof.
2. You will be governed by the service rules as prescribed by the government in the S.S.Code and Maharashtra Employees of Private School (Conditions of service) rules 1981.
3. You shall have to undergo a medical examination by a Registered Medical Practitioner within three months from the date of joining the post. Your appointment shall be conditional pending the receipt of physical fitness from the doctor.
4. You will be allowed to join the duties on producing of:-
 - (a) Two passport size photographs,
 - (b) Discharge certificate from previous employer (if any).

Please visit: www.dadavaswanibooks.org

5. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Principal. It will be presumed that any letter sent by Registered Post Acknowledgement Due (READ) on the address given shall have been acknowledged duly signed by you.
6. If you are found absent continuously for more than thirty days without permission your services will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action and punishment decided by the management as provided for in the statutes. During the period of your service you shall not directly or indirectly do such things which are subversive in the interests of the Society/University/Institute/College/Students.
7. You have to communicate your acceptance to the Management/College Institution within seven days from the date of receipt of this Order of Appointment, failing which your appointment is liable to be cancelled.
8. You are required to deposit all original marksheet with the College. These will be returned only on compliance of exit clause mentioned in point 2 above.
9. During your period of appointment you will not be allowed to apply for any outside post without routing your application through the proper channel.

G. H. Gidwani
Dr. G. H. Gidwani
Principal

To:-

- 1) Mrs. Jain Pooja
- 2) Accounts Section.



Jayash
Principal Incharge
St. Mira's College for Girls



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Ph./Fax : 26124846 E-mail : mira_college@yahoo.co.in

Dr. Jaya Rajagopalan
Principal Incharge

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

Ref. No.: S-6(b)/2020-21/1

1.10.2020

To,
Mrs. Dhakephalkar Nupur,
402, Amba, Padmalay Society,
Pashan - Sus Road,
Pune-411 021

Subject: Appointment for the post of Clinical Psychologist Consultant

Madam,

I have the pleasure to inform you that you are hereby appointed as a Clinical Psychologist Consultant w.e.f. 1.10.2020 to 15.2.2021 for 2 hours every Thursday from 1 pm to 3 pm @ Rs. 3000/- for 2 hours.

Thanking you,



Yours sincerely,

G. H. Gidwani
Dr. G. H. Gidwani
Principal

To:-

- 1) Mrs. Dhakephalkar Nupur
- 2) Accounts Section.

Please visit: www.dadavaswanibooks.org

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SADHU VASWANI MISSION'S
St. Mira's College For Girls, Pune
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Department of Psychology
Mental Well-being Program 2020-21

Counselling Sessions for Teaching and Non-Teaching Staff 2020-2021

As a part of the college mental well-being program, free counselling sessions and Psychological consultations were offered to both teaching and non-teaching staff members of college as a welfare measure. Ms. Pooja Jain in-house full time Counselling Psychologist along with Ms. Nupur Dhakephalkar part time Psychologists offered needs-based appointments to staff members during college hours.

Staff members who registered for Counselling sessions:

1. Teaching Staff - 2
2. Non-teaching Staff- NIL

Pooja Jain
Ms. Pooja Jain
Coordinator




G. H. Gidwani
Dr. Gulshan H. Gidwani
Principal



Jaya
Principal Incharge
St. Mira's College for Girls

3.	Distribution of Provisions to Support Staff
	The College management distributes provisions and ₹ 500/- to Support Staff regularly. This practice was continued during Covid too. 18 Support Staff were provided with the same during 2020-21.

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Dr. G. H. GIDWANI
Principal

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

G-47/2020-21/ 13/2/2021

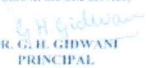
To,
Miss. Rajni Ahuja
Administrative Officer
Sadhu Vaswani Mission
Pune-411001.

Dear Rajni,

We thank the Mission for their Generosity!

With reference to invitation letter SVM/ACCTS . 1 enclosed herewith the List of Class IV employees as desired by you.

Thanking you,

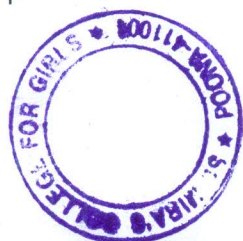
Yours in the one service,

DR. G. H. GIDWANI
PRINCIPAL


Encl: List of Class IV Employees.

ST.MIRA'S COLLEGE FOR GIRLS,PUNE -I
List of class IV Employees

For sewa of Class IV employees on date: 23/2/2021
(Assemble at 11.30 a.m. in Satsang Hall)

Sr. No.	Name of the Female Staff	Sr. No.	Name of the Male Staff
1	Smt Jayshree Joglekar	12	Shri Sudam Shrikhande
2	Smt Shaku Naik	13	Shri Houshila Yadav
3	Smt Asawari Jadhav	14	Shri Dayaram Pal
4	Smt Manda Gaikwad	15	Shri Vishram Nishad
5	Kum Chhaya Pawar	16	Shri Hamid Sayyed
6	Smt Kavita Ghodke	17	Shri Raviprasad
7	Smt Sarika Yadhav	18	Shri Sanjay Raut
8	Smt Reshma Ahiwale		
9	Smt Varsharani Deshmukh		
10	Smt Kaushalya Gawali		
11	Smt Shraddha Kadam		




Principal Incharge
St. Mira's College for Girls

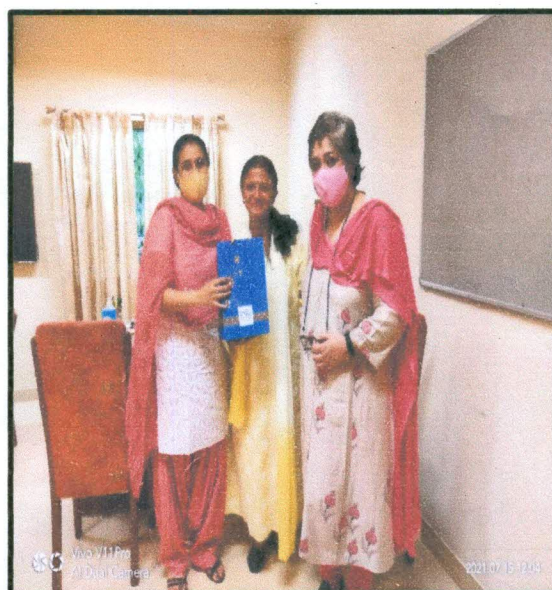
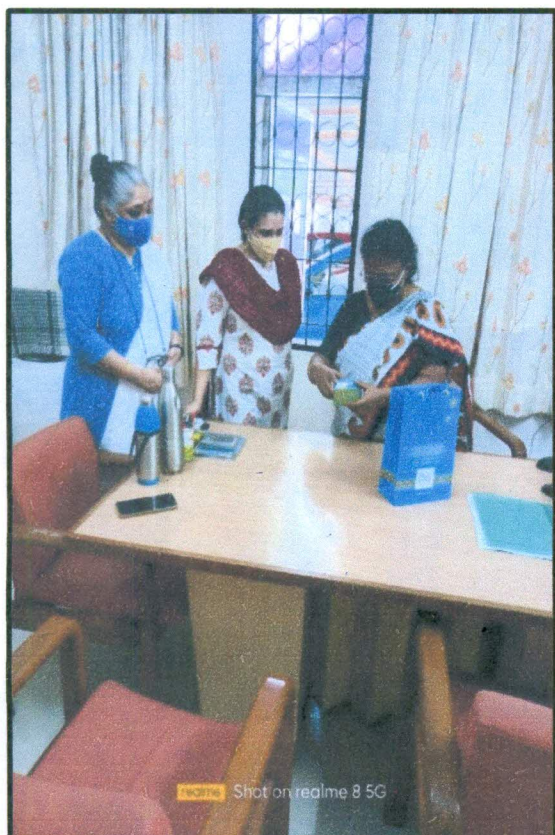
4.	The institute has practice of appreciating its Teaching, Non Teaching and Support Staff for their services to the institute
	<p>This year three important members of the Mira family retired from active service:</p> <ol style="list-style-type: none"> Our Principal- Dr. G.H. Gidwani Coordinator (BBA, BCA and BSc) – Ms. Stella Ambrose Controller of Examination-Dr. Soniya Chavan- <p>All of them were felicitated duly and tokens of appreciation were gifted.</p> <p>We also celebrated Birthday of our dear retiring principal.</p>



Felicitation of Dr. Gulshan H Gidwani, Former Principal, St. Mira's College for Girls



Jayal
Principal Incharge
St. Mira's College for Girls



Felicitation of Mrs Stella Ambrose, Former VP and Coordinator, Self- financing Courses on her retirement in April 2021


Felicitation of Dr Soniya Chavan, COE and HoD, Economics on her superannuation by Principal Dr Jaya Rajagopalan April, 30, 2021

5	Presenting gifts to members of staff on personal occasions.
	In 20-21, The college presented gift to our faculty Ms. Komal Tujareon the occasion of her marriage.



Jaya
Principal Incharge
St. Mira's College for Girls

6.	Jobs on compassionate grounds are given to family members of the non-teaching staff
	In 20-21- Our peon- Ms. GawliMaushi 's daughter Ms. Karuna Gawli was given job as library assistant.



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 Ph: 020-26120846 Email: mira_college@yahoo.co.in

Dr. G. H. GADWANI
Principal
PUNE-411001

NO.E-3/2020-21

APPOINTMENT ORDER

I am pleased to inform you that you are hereby appointed to the post of Part-time Library Assistant w.e.f. 18.11.2020 to 30.4.2021.

Your appointment may be terminated, at any time in the event of unsatisfactory services after serving you a notice period of one month. You may terminate your services after serving a notice of three months (excluding holidays and / or vacation period) or reimburse three months salary in lieu thereof.

You are required to give the correct mailing address as soon as you join the dates and any change in the address given earlier should be communicated to the Principal. It will be presumed that any letter sent by Registered Post Acknowledgement Due (RPAD) on the address given shall be deemed to have been acknowledged duly signed by you.

You are required to deposit all original work sheets with the College. These will be returned only on compliance of exit clause mentioned in paragraph 2 above.

If you are found absent continuously for more than thirty days without permission your services will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action and punishment decided by the management as provided for in the statutes. During the period of your service you shall not directly or indirectly do such things which are subversive to the interests of the Society/University/Institute/College/Students.

You are requested to acknowledge and communicate the acceptance of this Appointment Order within three days from the date of receipt failing which the order shall be treated as cancelled.

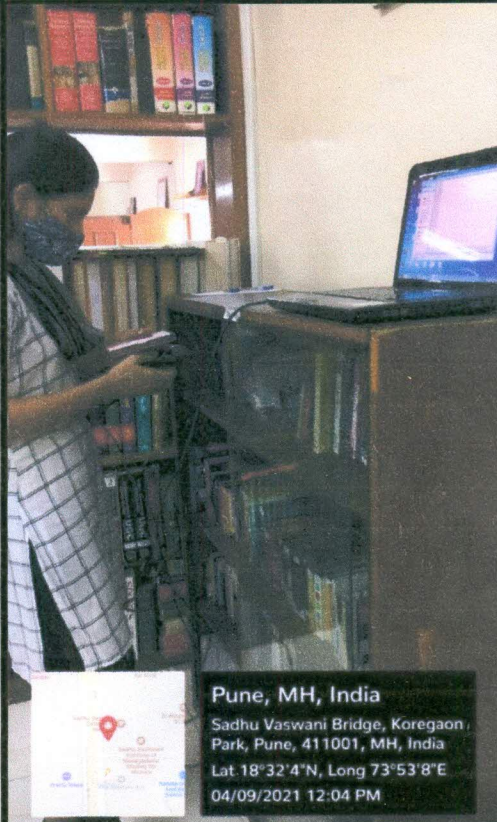
During your period of appointment you will not be allowed to apply for any outside post without routing your application through the proper channel.

Dr. G.H. Gadwani
Principal

1. Ms. Gavali Karuna
2. Accounts Section

Please visit: www.sadhuvaswanibooks.org

Panali



Pune, MH, India
 Sadhu Vaswani Bridge, Koregaon Park, Pune, 411001, MH, India
 Lat 18°32'4"N, Long 73°53'8"E
 04/09/2021 12:04 PM

Appointment Order- Ms. Karuna Gavali Ms. Karuna Gavali working in library



Jayant
Principal Incharge
St. Mira's College for Girls