

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

**Minutes of the IQAC Meeting 02/07/2022**

The quarterly meeting of the IQAC was held on 2<sup>nd</sup> July 2022 at 11.00 am 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 2021-22
2. To present a Plan of Action for the year 2022-23

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. Dimple Buche presented an overview of the quality initiatives undertaken by the institution throughout the year 2021-22. This included significant contributions in the following areas:

For students: the student induction programme was conducted as it is done every year but this time due to Covid it was in the online mode. Student Representation on Committees, Mentoring, International Collaborations, PG Diploma, Certificate and Extra-credit Courses took place. In addition, extension activities were conducted and the college entered into collaborations and MOUs with NGOs. In the area of Sports, our students received Laurels at National and State level. New introductions for 2021-2022 included: Curriculum- Skill Enhancement Courses, Non CGPA courses – Value Education, Equivalence; Offline Exams. Faculty Contribution: Documentation Process of all activities, SSR Data Collection, Effective Internal Audit Process and Initiation of the Academic and Administrative Audit and successfully undertaken.

Student Capacity Building Initiatives-Guest lectures, Workshops, Field and Industrial visits, Fests and Student Research. In addition the CWE-IIC branch received a 3.5 Ranking from MOE; variety of initiatives were undertaken to promote Entrepreneurship; Innovation and IP, TedX. The Grievance Cell was strengthened, they formalized the Student Aid Program and Green Initiatives aiming at Sustainability.

Some additional achievements: a. 2 faculty members completed their PhD, the college faculty participated in b. Research Projects and training programs c. and published research papers in Journals and Book Chapters.



Criteria	Plan of Action	Purpose
Chairperson +IQAC Coordinator	Preparedness for NAAC Cycle 4-SSR+ Peer team visit Action plan for preparedness for NEP Strengthening the process for institutional documentation Create an IQAC Calendar for the year 2022-23 Effective audits Faculty Development Workshops for Key areas in various criteria ERP for UG Identify 2 best practices and institutionalize it in the coming 5 years	Systematize processes  Sustenance and enhancement of Quality processes  Life long learning Centre and Vocational Centre
Internal Auditor	Establish Key Indicators for Appraisal Monthly collection if DVV Biannual and final annual Audit of activities Biannual and final annual Audit of pass fail report by departments	Thorough documentation duly verified for NAAC in 2022
Criterion 1- Curricular Aspects	<ol style="list-style-type: none"> <li>1. Initiate Employability Audit of the Syllabus by getting feedback from the industry by Jan 2023</li> <li>2. Introduction of standardised framework for curriculum specific feedback for each course across streams from student perspective.</li> <li>3. Create an e-Brochure for Value Added Courses only.</li> <li>4. Organise a Workshop on Curriculum Framework Process and NEP</li> </ol>	<p>Will help our students be employable ready by meeting industry requirements and make our curriculum employable</p> <p>To enable quality revision and discussion with BOS during next syllabus revision cycle.</p> <p>This will bring all value added courses offered by the college in focus for the students.</p> <p>Will help all teachers to gear up for changes introduced through NEP and get our curriculum in sync with it.</p>
Criterion 2- Teaching, Learning and Evaluation	<ol style="list-style-type: none"> <li>1. 2 Days FD Workshop on Bloom's Taxonomy</li> <li>2. PO CO Attainment for PG in the first week of August 2022 for PG courses Orient faculty about Rubrics for internal assessment</li> </ol>	<p>This will ensure quality question papers mapped to COs and POs using Bloom's taxonomy.</p> <p>This will help students to perform better in the internal examination.</p>
Criterion 3- Research	<p>Faculty Publication in Focus</p> <ol style="list-style-type: none"> <li>1. Prepare a schedule for one on discussion on and handholding for research paper writing;</li> <li>2. Follow up after two months of first interaction;</li> </ol>	<p>Quality Publications &amp; Quantity of Research Publications (scopus etc.)</p> <p>One paper each from every faculty</p>





	<p>3. Identifying and Suggestion of Journals for publication;</p> <p>4. Initiate Presentation of Research done in Nov-Jan;</p> <p>Research Coordinator to maintain Data on Progress of Individual Faculty Focus on Faculty not published any paper</p> <p>5. Research Paper Writing Workshop for Science Faculty</p>	
Criterion 3- Consultancy	<p>1. Consultancy opportunities posted to faculty members of Sociology, Education, Business studies, CWE, Politics, Marathi in the previous year. Identifying and sharing consultancy opportunities to other departments.</p> <p>2. Conducting follow-up meetings with the concerned faculty to encourage taking up consultancy opportunity</p> <p>3. Increase the revenue of inhouse consultancy facilities like Editing Cell</p>	<p>This will increase the ratio of faculty members taking up consultancy for eg SMEs, trainings, auditing etc Increase in revenue generated Encourage faculty to take up revenue generating opportunities in consultancy Stengthening documentation of the consultancy projects</p>
Criterion 3- Internships & MoU	<p>1. Encouraging departments to identify internship opportunities in their respective streams.</p> <p>2. Encourage marathi medium students to participate in internships..</p> <p>3. Conducting meeting with individual department for follow up on Internships and Initiating the MoU beneficial for students of their department</p>	<p>Exposure to future employers. Internships as credits included in few courses Internships can be converted into placement. Every department having at least one active MoU Increase the total number of students doing internships..</p>
Criterion 3- Extension	<p>1. Increase in the involvement of departments in extension activity.</p> <p>2. Increase in percentage of student involvement in outreach and extension activities to 55% (It is 48% in 2021-22)</p>	<p>Build sensitivity in students towards social causes.</p>



<p>Criterion 4- Infrastructure and Learning Resources</p>	<ol style="list-style-type: none"> <li>1. Exploring and Identifying agencies for installation of lecture capturing systems.</li> <li>2. Increase in the number of smart classrooms from present 4 to 6.</li> <li>3. Upgrading Wi-Fi bandwidth from 100 mbps to 1GBPS to gain full 10 points in the evaluation.</li> <li>4. Library: <ol style="list-style-type: none"> <li>1.Strengthening the student footfalls in the library by 'Library Visits', through faculty involvement. Meeting Dept faculty to explain how Internal Assessments have integration of Library Resources'. 2. To re-initiate RFID based automatic footfall recording system for Students and Teachers.</li> <li>3. To initiate Weeding Policy for Library Books.</li> <li>4. Initiation of "Readers Club" with Faculty and Students involvement.</li> </ol> </li> </ol>	<p>Record and prepare video presentations of lectures and stream to any devices.</p> <p>Sophistication in creating E Content for curriculum, self paced courses etc. Useful for hybrid teaching(online+offline)</p> <p>To bring quality in the procedure.</p> <ol style="list-style-type: none"> <li>1.Students will get Exposure to varied reading material on their assignment topics</li> <li>2.Automation of footfall recording</li> <li>3. Standardization of weeding process.</li> <li>4.To inculcate reading habits and utilization of library resources.</li> </ol>
<p>Criterion 5- Student Support and Progression</p>	<ol style="list-style-type: none"> <li>1. Encourage the placement cell to conduct atleast 2 career guidance sessions by the potential employers for all final year UG and PG students.</li> <li>2. Initiation of at least one career guidance session by each stream.</li> <li>3. Increase Alumni registrations. Alumni contribution to be increased in the form of financial support to college initiatives as well as expertise in career orientation and placements.</li> </ol>	<p>To ensure awareness about employability</p> <p>Alumni interactions and insights on current trends will inspire students to pursue successful careers</p> <p>provide access to job opportunities.</p>
<p>Criterion 6- Governance, Leadership</p>	<ol style="list-style-type: none"> <li>1.Brand Management- <ol style="list-style-type: none"> <li>a.Regular Updation of college news on LinkedIn and twitter.</li> <li>b.Encourage faculty to update their e-mail signatures with all social media handles including LinkedIn</li> </ol> </li> <li>2.FDP on NEP under HRDC- Budget submitted to PIC; Proposal format</li> </ol>	<ol style="list-style-type: none"> <li>1. To create an impact about the institution and its facilities and initiatives in the virtual world</li> <li>2. Collaborative quality initiative with HRDC on NEP</li> </ol>





	<p>received from HRDC</p> <p>3.Orientation for faculty on IDP and its linkage to the strategic and perspective plan</p> <p>4.Draft proposal for strategic plan for next 5 years alongwith time frame for its deployment.</p>	
Criterion 7- Institutional Values and Best Practices	<ol style="list-style-type: none"> <li>1. Working towards increasing student involvement</li> <li>2. Ensuring targeting and reaching out to masses for environmental and sustainability related issues</li> </ol>	<p>Trying for corporate assistance for Green Initiatives</p> <p>Also, attempting for MoUs</p> <p>Campaigns for enhanced awareness relating to environmental issues</p> <ol style="list-style-type: none"> <li>1. Green Audit</li> <li>2. Gender Audit</li> <li>3. Sustainability Policy</li> <li>4. Disability Policy</li> <li>5. Gender Equity Policy</li> <li>6. Waste segregation into dry, wet and electronic and sustainable ways to dispose waste like newspaper bags for sanitary napkin disposal</li> <li>7. Mapping inclusiveness in the college</li> </ol>

Mr. Akshay Oke, CA, the industry representative on the IQAC put forth some suggestions like to explore ISSB- International Sustainability Standards Board to work on innovation and ESG ie Environment Sustainability and Governance reporting. SEBI has provided a new checklist mandated for corporates. This will provide many job opportunities for students. Organise a seminar for students to make them future fit professionals.

- Ms. Ummesalema Karu, Student representative felt proud to be a part of St Mira's. She recommended two women run platforms ie Koolkanya and Fuzia for students to get internship opportunities.



The agenda for the next (2<sup>nd</sup> Quarter )IQAC meeting –1. To present the ATRPresent quality initiatives for 2022-23.

➤ Criteria wise ATR- which includes-

1. Activating processes towards maintaing 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

*Dr. Sataravala*

Dr Snober Sataravala

IQAC Coordinator

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



*Dr. Jaya Rajagopalan*

Dr Jaya Rajagopalan

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

**ST. MIRA'S COLLEGE FOR GIRLS, PUNE**  
**Autonomous- (Affiliated to Savitribai Phule Pune University)**  
**Internal Quality Assurance Cell Meeting (2022-2023)**  
**Date: 2.7.2022 Time 11 am**

Sr. No.	Name of the Person	Designation	Signature
1	Dr Jaya Rajagopalan	Chairperson, Principal Incharge	Jaya
2	Dr G.H. Gidwani	Management Representative, Director Mira Education Board	Absent
3	Ms. Ashlesha Onawale, Director Deep Griha	Nominee from NGO/Society	Absent
4	Ms. Shazia Laljee	Alumni Representative	Absent
5	Ms. UmmeSalama Karu	Student Representative	uskaru
6	Mr. Akshay Oke, Partner FinPro Consulting	Industry Representative	AA
7	Dr Mrs Shalini Iyer	Vice-Principal	Absent
8	Dr Vaishali Diwakar	Controller of Examinations	Diwakar
9	Dr. Snober Sataravala	IQAC Co-ordinator	J.S. Sataravala
10	Ms. Elizabeth Kanade	Internal Auditor	Elizabeth Kanade
11	Dr Dimple Buche	IQAC Assistant Coordinator	Buche
12	Dr Manisha Pimpalkhare	IQAC Assistant Coordinator	manisha
13	Mrs Rekha Kankariya	Coordinator BBA/BCA/BSc	Rekha
14	Dr Sandhya Pandit	Criterion I	SP 2/7/22
15	Mrs. Gitanjali Phadnis	Criterion II	GMPhadnis 02/07/22
16	Dr Arwah Madan	Criterion III	Arwah
17	Ms. Veena Kenchi	Criterion III	Veena 2/7/22
18	Mrs. Swatee Sarwate	Criterion III	Swatee
19	Mrs. Smita Borkar	Criterion IV	SB
20	Mrs. Komal Tujare	Criterion V	Komal
21	Dr. Rama Venkat	Criterion VI	Rama Venkat
22	Ms. Rajni Singh	Criterion VII	Absent
23	Mrs. Gauri Mhalgi	Senior Office Staff	Absent
24	Mrs. Gauri Ghumatkar	Senior Office Staff	Gauri

25. Mrs. Devinder Kaur

Librarian.

DK

J.T. Sataravala

Dr Snober Sataravala  
IQAC Co-ordinator



Jaya  
Dr Jaya Rajagopalan  
Principal Incharge



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

**Minutes of the IQAC Meeting 21/11/2022**

The quarterly meeting of the IQAC was held on 21st November 2022 at 12.00noon in the A.V.Room. The agenda of the meeting was –

1. To inform the IQAC about successful submission of the IIQA
2. To present the tentative timeline for submission of the SSR
3. To present the SSR to the IQAC
- 4.

The following are the minutes of the meeting.

- Dr. Jaya Rajagopalan, Chairperson of IQAC, welcomed the IQAC committee members and informed them that the IIQA was successfully submitted on 17<sup>th</sup> November 2022. She also informed them that acceptance of IIQA could take 2 weeks to a month.
- She presented a tentative schedule for preparation to keep in mind whilst submitting the SSR.

Tentative exam/term planning (Revised)

January	Teaching
6-20 Feb	Exam Form Filling
February- March -April 20th	Teaching
20th Feb-28th Feb	Internal test (20 marks)
1st March-11th March	Paper setting
25th March-21st April	Teaching and Backlog exams
26th April-24th May	Regular exams
24th May-31st May	Moderation and Marks entry verification
1st June-5th July	Vacation

February/ March /April engagements

1. NAAC queries
  2. Socials
  3. Paper setting
  4. Internal test
  5. 12th exam
  6. NEP Syllabus making, 5 day FDP for CO/PO mapping
  7. NAAC visit
- Dr Jaya presented the tentative SSR to the IQAC
  - ATR- which includes-
    1. Faculty were informed about the timelines
    2. Timelines were made for collecting and submitting data
    3. Faculty was informed about the SSR

*J. S. Sataravala*

Dr Snober Sataravala

IQAC Coordinator

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



*Jaya*

Dr Jaya Rajagopalan

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



**ST. MIRA'S COLLEGE FOR GIRLS, PUNE**  
**Autonomous- (Affiliated to Savitribai Phule Pune University)**  
**Internal Quality Assurance Cell Meeting (2022-2023)**  
**Date: 21/11/22 Time 12 noon**

Sr. No.	Name of the Person	Designation	Signature
1	Dr Jaya Rajagopalan	Chairperson, Principal Incharge	Jaya
2	Dr G.H. Gidwani	Management Representative, Director Mira Education Board	
3	Ms. Ashlesha Onawale, Director Deep Griha	Nominee from NGO/Society	Ashlesha
4	Ms. Shazia Laljee	Alumni Representative	
5	Ms. UmmeSalama Karu	Student Representative	umma
6	Mr. Akshay Oke, Partner FinPro Consulting	Industry Representative	Akshay
7	Dr Mrs Shalini Iyer	Vice-Principal	Shalini Iyer
8	Dr Vaishali Diwakar	Controller of Examinations	Vaishali
9	Dr. Snober Sataravala	IQAC Co-ordinator	S. S. Sataravala
10	Ms. Elizabeth Kanade	Internal Auditor	Elizabeth Kanade
11	Dr Dimple Buche	IQAC Assistant Coordinator	Dimple
12	Dr Manisha Pimpalkhare	IQAC Assistant Coordinator	manisha
13	Mrs Rekha Kankariya	Coordinator BBA/BCA/BSc	Rekha
14	Dr Sandhya Pandit	Criterion I	SP
15	Mrs. Gitanjali Phadnis	Criterion II	G. M. Phadnis
16	Dr Arwah Madan	Criterion III	Arwah
17	Ms. Veena Kenchi	Criterion III	Veena
18	Mrs. Swatee Sarwate	Criterion III	Swatee Sarwate
19	Mrs. Smita Borkar	Criterion IV	Smita
20	Mrs. Komal Tujare	Criterion V	Komal
21	Dr. Rama Venkat	Criterion VI	Rama Venkat
22	Ms. Rajni Singh	Criterion VII	Rajni
23	Mrs. Gauri Mhalgi	Senior Office Staff	Gauri
24	Mrs. Gauri Ghumatkar	Senior Office Staff	Gauri

*S. S. Sataravala*  
Dr Snober Sataravala  
IQAC Co-ordinator



*Jaya*  
Dr Jaya Rajagopalan  
Principal Incharge

**St. Mira's College for Girls, Pune**  
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**Minutes of the IQAC Meeting 10/02/2023**

The quarterly meeting of the IQAC was held on 10th February 2023 at 12.00 noon in the A.V. Room. The agenda of the meeting was –

1. To inform the IQAC about the DVV queries raised by NAAC after submission of the SSR
2. To present the tentative timeline for submission of the DVV queries

The following are the minutes of the meeting.

- Dr. Jaya Rajagopalan, Chairperson of IQAC, welcomed the IQAC committee members and informed them that the SSR was successfully submitted on 19.01.2023.
- She shared the DVV queries which were raised on 09.02.2023 and informed the criterion heads that a 2-week window was available for submission of queries

➤ ATR- which includes-

1. A timeline and strategy was made for collection and submission of data for the DVV clarification


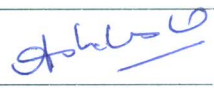

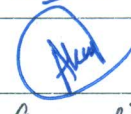
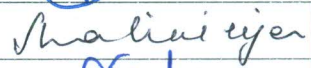
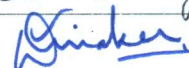
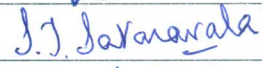



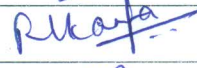

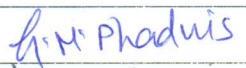

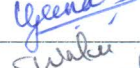
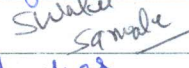
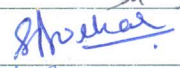

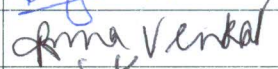
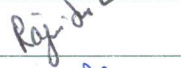


*J.T. Sataravale*  
Dr Snober Sataravala  
IQAC Coordinator  
**IQAC Co-Ordinator**  
**St. Mira's College for Girls, Pune**



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



**ST. MIRA'S COLLEGE FOR GIRLS, PUNE**  
**Autonomous- (Affiliated to Savitribai Phule Pune University)**  
**Internal Quality Assurance Cell Meeting (2022-2023)**  
**Date: 10/02/2023 Time 12 noon**

Sr. No.	Name of the Person	Designation	Signature
1	Dr Jaya Rajagopalan	Chairperson, Principal Incharge	
2	Dr G.H. Gidwani	Management Representative, Director Mira Education Board	
3	Ms. Ashlesha Onawale, Director Deep Griha	Nominee from NGO/Society	
4	Ms. Shazia Laljee	Alumni Representative	
5	Ms. UmmeSalama Karu	Student Representative	
6	Mr. Akshay Oke, Partner FinPro Consulting	Industry Representative	
7	Dr Mrs Shalini Iyer	Vice-Principal	
8	Dr Vaishali Diwakar	Controller of Examinations	
9	Dr. Snober Sataravala	IQAC Co-ordinator	
10	Ms. Elizabeth Kanade	Internal Auditor	
11	Dr Dimple Buche	IQAC Assistant Coordinator	
12	Dr Manisha Pimpalkhare	IQAC Assistant Coordinator	
13	Mrs Rekha Kankariya	Coordinator BBA/BCA/BSc	
14	Dr Sandhya Pandit	Criterion I	
15	Mrs. Gitanjali Phadnis	Criterion II	
16	Dr Arwah Madan	Criterion III	
17	Ms. Veena Kenchi	Criterion III	
18	Mrs. Swatee Sarwate	Criterion III	
19	Mrs. Smita Borkar	Criterion IV	
20	Mrs. Komal Tujare	Criterion V	
21	Dr. Rama Venkat	Criterion VI	
22	Ms. Rajni Singh	Criterion VII	
23	Mrs. Gauri Mhalgi	Senior Office Staff	
24	Mrs. Gauri Ghumatkar	Senior Office Staff	



Dr Snober Sataravala  
IQAC Co-ordinator





Dr Jaya Rajagopalan  
Principal Incharge

**St. Mira's College for Girls, Pune**  
**(Autonomus- Affiliated to Savitribai Phule Pune University)**  
**Minutes of the IQAC Meeting 14/03/2023**

The quarterly meeting of the IQAC was held on 14<sup>th</sup> March 2023 at 12.00noon in the A.V.Room. The agenda of the meeting was –

1. To present the IQAC presentation for the NAAC peer team visit
2. Preparation for the NAAC peer team visit

The following are the minutes of the meeting.

- Dr.Snober Sataravala, IQAC Coordinator, welcomed the IQAC committee members and presented the IQAC presentation for the five years of the entire NAAC cycle from 2017- 2022.
  - All the members expressed their appreciation
  - Dr Madan shared her concerns about research
  - Akshay Oke gave an overview of his view of St Mira's
- The IQAC members were also informed the tentative dates of the NAAC peer team visit and the time of the interaction as well as areas and scope of the areas of interaction.
- A tentative schedule was shared with the IQAC

➤ ATR- which includes-

1. Additional data was collected from criterion head and added to the presentation
2. Presentation information was divided into Quality Assurance and New Quality Initiatives
3. Dates for department presentations was fixed
4. Dates for presentation by students for the exhibition was fixed

*J.T. Sataravala*

Dr Snober Sataravala  
IQAC Coordinator  
**IQAC Co-Ordinator**  
**St. Mira's College for Girls, Pune**



*Jayab*

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



**ST. MIRA'S COLLEGE FOR GIRLS, PUNE**  
**Autonomous- (Affiliated to Savitribai Phule Pune University)**  
**Internal Quality Assurance Cell Meeting (2022-2023)**

Date: 14/3/23

Time 12 noon

Sr. No.	Name of the Person	Designation	Signature
1	Dr Jaya Rajagopalan	Chairperson, Principal Incharge	Jayab
2	Dr G.H. Gidwani	Management Representative, Director Mira Education Board	
3	Ms. Ashlesha Onawale, Director Deep Griha	Nominee from NGO/Society	Ashlesha
4	Ms. Shazia Laljee	Alumni Representative	
5	Ms. UmmeSalama Karu	Student Representative	ummeSalama
6	Mr. Akshay Oke, Partner FinPro Consulting	Industry Representative	Akshay
7	Dr Mrs Shalini Iyer	Vice-Principal	shalini iyer
8	Dr Vaishali Diwakar	Controller of Examinations	Vaishali
9	Dr. Snober Sataravala	IQAC Co-ordinator	S.T. Sataravala
10	Ms. Elizabeth Kanade	Internal Auditor	Elizabeth Kanade
11	Dr Dimple Buche	IQAC Assistant Coordinator	Dimple
12	Dr Manisha Pimpalkhare	IQAC Assistant Coordinator	Manisha
13	Mrs Rekha Kankariya	Coordinator BBA/BCA/BSc	Rekha
14	Dr Sandhya Pandit	Criterion I	SP
15	Mrs. Gitanjali Phadnis	Criterion II	Gitanjali Phadnis
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S.T. Sataravala

Dr Snober Sataravala  
IQAC Co-ordinator



Jayab

Dr Jaya Rajagopalan  
Principal Incharge