

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*

- 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.

Research, Extension, Consultancy

- e. *Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organizations-11*
- f. *Number of functional MoU's* with institutions of national, international importance, other universities, industries, corporate houses etc. during 2018-19 -5
- g. Organized Two public lectures by Prof. Sujata Patel on research practices and concerns were organized on 25th and 26th September.

Plan of action	Achievements /Outcome
1. <i>Alumni Association Registered</i>	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. <i>Collecting data on student progression</i>	Through google form data was collected during convocation.
5. <i>Conducting Bridge courses</i> for vernacular students.	English Economics Sociology (20 students registered) It was a challenge to get all students to register and attend the course)
6. <i>Student representation on academic</i> 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. <i>Buddy system and Spoken English</i> 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

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 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 Our 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 queries 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.

Read and Approved

Signed

Dr G.H.Gidwani

Minutes of the meeting

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 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.

Read and Approved

Signed

Dr G.H.Gidwani

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on 30-5-2020 at 10.30 am on a zoom meeting. The following members 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. Rama Venkat
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.

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?
 - If yes, how do we generate the question paper?
 - 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.

- This preparatory online teaching must happen between June 5- June10, 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.

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.

Read and Approved

Signed

Dr G.H.Gidwani

Minutes of the Meeting of the IQAC

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

- 16)Dr. G. H. Gidwani – Principal
- 17)Dr. .Soniya Chavan-COE
- 18)Dr.Shalini Iyer
- 19)Dr.Rama Venkat
- 20)Dr. Vaishali Diwakar
- 21)Dr. Jaya Rajagopalan – IQAC coordinator
- 22)Dr. Vaishali Joshi –PG coordinator
- 23)Dr. Snober Sataravala
- 24)Ms.Elizabeth Kanade
- 25)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

Read and Approved

Signed

Dr G.H.Gidwani