St. Mira's College for Girls, Pune

[Autonomous-affiliated to Savitribai Phule Pune University]

MINUTES OF MEETING

GOVERNING BODY

Day& Date: Tuesday, 6th June,2023

Time: 11:00am Mode: Online

Google Meet link:https://meet.google.com/esi-uuyx-yjk

The meeting commenced with a Prayer by Ms. Piya Uttamchandani, Management Representative, Sadhu Vaswani Mission, Pune.

The following items were presented and discussed:

Item No. 1: To read and approve the Minutes of the previous Governing Body Meeting held on 14-10-2022.

Item No. 2: To welcome Dr. Shimla, UGC Nominee, Dr Kiran Kumar Bondar, Joint Director Higher Education, Pune Region, the Management Representatives, viz. Dr. G.H. Gidwani, Director Mira Education Board, SVM, Pune, Dr. Manju Nichani, Rector, Sadhu Vaswani Institutes of Learning, SVM, Pune and Ms. Piya Uttamchandani, Sadhu Vaswani Mission, Pune.

Item No.3: To approve the NEP credit structure which has been approved in the College Board Meeting and by the Academic Council.

Item No.4: To inform the members regarding the UG curriculum/syllabus [First year B.A, B.Com, BBA, BBA(CA), BSc(CS)] approved by the Board of Studies and Academic Council.

Item no 5: To present the ATR which was submitted to the Joint Director and Savitribai Phule Pune University on 10-05-2023 and intimation of submission of latest ATR to the aforesaid authorities.

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Item No. 6: To approve the following

1) <mark>Action Taken Report 2022-23 of Feedback Analysis Report 2021-22</mark>
2) Annual E-governance Report 2022-23
3) Institution of Scholarships, Studentships, Fellowships Prizes 2022-23
4) Curriculum Revision for TY subjects for implementation in the academic year 2022-23

Any other agenda with the permission of the Chair.

ACTION TAKEN:

Item No. 1: The Principal In charge, Dr. Jaya Rajagopalan presented the Minutes of the previous Governing Body Meeting of the College, held on 14-10-2022. The same were read and confirmed by the Governing Body during this meeting on Tuesday, 06-06-2023.

Item No.2: At the meeting, thePrincipal In-charge, Dr. Jaya Rajagopalan extended a warm welcome to the dignitaries, Dr. Shimla, UGC Nominee, Dr Kiran Kumar Bondar, Joint Director Higher Education, Pune Region, the Management Representatives, viz. Dr. G.H. Gidwani, Director Mira Education Board, SVM, Pune, Dr. Manju Nichani, Rector, Sadhu Vaswani Institutes of Learning, SVM, Pune and Ms. Piya Uttamchandani, Sadhu Vaswani Mission, Pune.

Item No.3: The Principal In charge, Dr. Jaya Rajagopalan, presented to the Governing Body, the NEP credit structure which had received prior approval in the College Board Meeting and by the Academic Council. The same was read and approved by the Governing Body.

Item No.4: The Members of the Governing Body were informed that the UG curriculum/syllabus of First year B.A, B.Com, BBA, BBA(CA), BSc(CS)] as per the NEP credit framework laid down in the Government of Maharashtra Resolution dated 20-04-2023 was approved by the Board of Studies and Academic Council.

Thus, the UG curriculum/syllabus of First year B.A, B.Com, BBA, BBA(CA), BSc(CS)] and the first year subject basketpresented, as per the NEP 2020 credit framework, was passed and confirmed by the Governing Body members at this meeting.

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Item no 5: The Principal In-charge, Dr. Jaya Rajagopalan, presented before the Governing Body, the ATR which had been submitted to the Joint Director and Savitribai Phule Pune University on 06-05-2023 and 10-05-2023, which related to intimation to Office of the Joint Director, Higher Education, about the establishment of the College NEP Cell in June 2022 ; renaming as NEP Implementation Cell, adoption of the DSC Major Option, giving assurance about adoption of NEP credit structure as per 6 verticals, as stated in the Government of Maharashtra Resolution dated 20-04-2023.

She informed that the successive ATR regarding approval of the UG curriculum/syllabus of First year B.A, B.Com, BBA, BBA(CA), BSc(CS)] and the faculty subject baskets, as per the NEP credit framework, would be notified to the competent authorities (Savitribai Phule Pune University and to the Office of the Joint Director, Higher Education, Pune Region. This ATR would also include the stakeholder sensitization process which has been set in motion by the College for effective implementation of the NEP, 2020, w.e.f. 2023-24.

The College will uploaded the UG curriculum/syllabus of First year B.A, B.Com, BBA, BBA(CA), BSc(CS)] as per the NEP credit framework on Tuesday, 06-06-2023 on the Savitribai Phule Pune University portal as indicated by the affiliating University in their Circular no. 96-2023 dated 30-05-2023.

All aspects of Item no 5 were read, approved and confirmed by the Governing Body.

Item No. 6: To approve the following

5) Action Taken Report 2022-23 of Feedback Analysis Report 2021-22
6) Annual E-governance Report 2022-23
7) Institution of Scholarships, Studentships, Fellowships Prizes 2022-23
8) Curriculum Revision for TY subjects for implementation in the academic year 2022-23

The Principal In charge, Dr Jaya Rajagopalan, presented the Action Taken Report 2022-23 of Feedback Analysis Report 2021-22 for all the stakeholders, viz. students, alumni, teachers, parents and employers; the annual e-Governance Report 2022-23 the Institution of Scholarships, Studentships, Fellowships Prizes 2022-23, the Curriculum Revision for TY subjects for implementation in the academic year 2022-23. The same was read, confirmed and approved by the Governing Body members.

The Principal In charge, Dr. Jaya Rajagopalan enquired from the Governing Body for further inputs.

Dr. Shimla indicated that the College should continue its journey of academic excellence and recommended that the College:

- Encourage Faculty Research and offer incentives to Faculty for the same;
- Allocate funds for Faculty Development Programs;
- Organize Lecture Series by distinguished Alumni for Faculty Enrichment.

Dr. G.H. Gidwani asked the Principal In-charge about the status of the Academic Calendar, 2023-2024. and sought clarity about the closing dates of academic year 2022-23 and opening dates for academic year 2023-24.

In response, Dr Jaya Rajagopalan replied that College circulars had been issued stating that the College end of term of 2022-23 was May 31, 2023 (included in the Academic Calendar of academic year 2022-23); summer vacation period was from June 1, 2023 to June 30, 2023and commencement of the new academic year 2023-24 would be from July 1, 2023. The College Academic Calendar, 2023-24 would be shared with the Governing Body.

Dr. Kiran Kumar Bondar, Joint Director, Higher Education, stressed that the College should adhere to the UGC Regulations, 2018 regarding 90 days of teaching per semester and provisioning for examination and evaluation work, thereafter. The Principal In-charge replied in the affirmative, stating that the College adhered to these guidelines in entirety. She stated that while FY admission process could get prolonged, Second Year and Third Year admissions were initiated earlier, which enabled College to commence Second Year and Third Year classes prior to those of First Year.

Dr Kiran Kumar Bondar, also indicated that the College should ensure that the faculty contributes minimum of 40 hours per week for discharge of their professional duties. The faculty were expected to devote 16 hours per week for 'direct teaching' and a further 24 hours per week as 'contact hours' with focus on the NEP credit vertical for CES (Community Engagement and Service)/FP(Field Projects)/OJT(On the Job Training/CC(Co-curricular Courses) and RP(Research Projects).

She informed the Governing Body that the College had been awarded an 'A' grade by NAAC in the 4th cycle in 2023. The Governing Body members applauded the efforts of the College in this regard. Dr. Shimla expressed her heartfelt appreciation about the College endeavors

and indicated her inclination to visit the College, in the near future.

All aspects of the deliberations under Item No 6 were approved and confirmed by the Governing Body.

The Meeting concluded with a Vote of Thanks by Dr. Shalini Iyer, Vice Principal and a closing Prayer by Ms. Piya Uttamchandani, Management Representative.

The following members were present for the Governing Body Meeting:

S. No.	Name of the member	Designation
1	Dr Shimla, UGC Nominee (Former Registrar YMCA Univ of Science and Technology, Faridabad)	UGC Nominee
2	Dr Kiran Kumar Bonder, Government Nominee, Jt. Director, Higher Education, Pune Region	Government Nominee
3	Dr Gulshan Gidwani, Director, Mira Education Board	Member of the Management
4	Dr Manju Nichani, Rector, Sadhu Vaswani Institutes of Learning	Educationist
5	Ms Piya Uttamchandani, Secretary, Sadhu Vaswani Mission- Member Management	Member of the Management
6	Dr Jaya Rajagopalan, Principal Incharge, St. Mira's College for Girls, Pune	Principal Incharge
7	Dr Shalini Iyer, Vice Principal (Degree College) St. Mira's College for Girls, Pune	Senior Teacher of the College (Vice-Principal)
8	Dr Vaishali Diwakar, Controller of Examinations, & HOD, Sociology, St. Mira's College for Girls, Pune.	Senior Teacher of the College

Dr Jaya Rajagopalan
Principal Incharge

St. Mira's College for Girls, Pune
[Autonomous-affiliated to Savitribai Phule Pune Unieersity]
Action Taken Report 2022-23
On Curriuclar Aspects (Criterion 1& Criterion 6)
Based on
Stakeholder feedback analysis (Criterion 1) undertaken in 2021-22
[For period May 2021 to April 2022]

The Stakeholder Feedback (Criterion 1) undertaken in 2021-22 covered feedback on curriculum by students, parents, alumni, teachers and employers (all the stakeholders). This Action Taken Report has been compiled in 2022-23, based on the Complete Stakeholder feedback analysis exercise undertaken in 2021-22.We are delighted to state that the stakeholders offered a positive feedback (mostly above 90%). The constructive suggestions offered mainly by students and parents covered the following:

I CURRICULUM:

1.Request for an Overview of the Course's Purpose(Students and Parents)

The purpose of the Programme is brought out through Programme Outcomes, uploaded on the College Website. The Course Outcomes are shared with the students via the syllabi (at the beginning of each semester).

2.New inputs in Information Technology related courses (by Students and Parents)

The BBA(CA) syllabi incorporates contemporary concepts like Python Programming and Cyber Security w.e.f. 2022-23. New concepts like Object Oriented Software Engineering, Artificial Intelligence, multi-dimensional data model, new trending computer language C#, ASP.net-as a part of Advanced Java have been introduced atthe FY level.

The B.Sc(Computer Science) curriculum includes Python Programming at the SY level, Hadoop, Big Data, Angular js, are incorporated at the PG level.There is an optional course in Advanced I.T. available to the F.Y.B.Com students.

3.More practical and activity-based curriculum (Students and Parents)

The curriculumdesign (across streams) includesa combination of theory and practical components,In courses like Computer Science, Finance, Law, Accountancy, Costing, Banking, Business Entrepreneurship, Business Administration, Marketing, Business Management, Social Sciences and Languages -opportunities for practical orientation exist and are explored through student engagement in practicals, field work, participatory workshops, seminars, group discussions,etc.

4.**Inclusion of more credit courses:[Students &Parents]:** In 2021-22, the number of value added offline credit courses were 2 and online MILE courses were 6. In 2022-23, the number of offline value addedcredit courses increased to 6 and online MILE courses were 2. The College also conducted 3 Certificate and 3 PG Diploma Courses, in 2021-22 and 2022-23, respectively.We hope to increase these numbers further in the near future.

(i)Courses on Foreign languages: There was a demand for courses in foreign languages like Japanese and German. Value added credit courses in German and in Korean have been conducted which are highly appreciated by the students. A course in Japanese will also be considered.

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(ii)Courses on Finance & Stock Market: The BBA Program offers a specialisation in Finance; the B.ComProgramcovers aspects of Finance in Accountancy, Costing, Banking, and Business Administration. The Dept of Business Economics and Banking has conducted a Certificate Course in Stock Market in 2021-22. In 2022-23, a workshop of NISM Training was conducted. A re-run of the stock market course is being considered.

(iii)Sessions on Public Speaking and Communications: Aspects of Public Speaking are covered through student participation in inter-collegiate and intra-collegiate elocution and debate competitions. Courses on Public Speaking shall be explored.

II TEACHING-LEARNING-EVALUATION

1.Develop Learning Targets & Common Formative Assessments [Parents]: The Learning Targets of each Program are spelt out in the Program (POs)-uploaded on College website) and through the Course Outcomes (COs)-outlined in the syllabi and shared with the students, at the beginning of each semester. These COs are mapped to the POs.

2.Improved network connections for online lectures, better lecture recordings, more effective teaching methods and interactive sessions[Parents and Students]: During the COVID pandemic period, from the faculty end, the connectivity problems were resolvable to a large extent through upgrading of data packs by faculty, provision of wifi and internet boosters on campus.But on the student end, many lacked access to adequate network bandwidth to cope with the demands of academics- an issue outside the control of the College authorities.

The faculty have uploaded their online lecture recordings on the College Leaning Management System (LMS)-MOODLE. The faculty used PPTs and other virtual presentations to make teaching methods engaging. For some subjects use of Microsoft Notebook was suggested instead of PPT, which was noted. Many faculty used virtual whiteboard for teaching subjects like Accountancy.

Faculty were intimated to make their lectures more interactive and include course related videos, case studies, offer stimulating assignments, propose poster presentations and encourage class discussion sessions.

We resumed offline classes in the second term of 2021-22 on Feb 1, 2022. [Refer SMC Circular Nos: G-15(a)/2021-22/23 and G-15(a)/2021-22/37 dated 31st Jan, 2022 and 5th Jan,2022 based on Govt of Maharashtra Resolution and SPPU Guidelines.

3.Student-Engagement in Teaching-Learning Process [Students]: Faculty substantiate the theoretical teaching-learning process by giving suitable real-life examples for improved concept comprehension. Student engagement in the teaching-learning processoccurs through group discussions, class presentations, discussions, case studies, newsletter making, academic-writing, numerical problem-solving, etc.

4.More Study Material & Text Books to be furnished by Faculty[Students]: The faculty provide adequate reading material through prescribing lists of Readings from recommended and reference books via the syllabus, shared with the students' each semester; uploading of resource material in soft copy by faculty on the Moodle Learning Management System (UG)

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and on STUDIUM (PG); Class Hand Outs; Library access for above readings. The issue of e-content development can be explored by Faculty, in the near future.

5.Lectures and Lecture Timings [Students]: Regular lectures are conducted on campus. The faculty completes the syllabi, takes revision classes and caters to the diverse needs of the students. Extra lectures may be engaged for syllabi completion and revision sessions, if need be, even on holidays. The online lecture timings during 2021-22 were as per time table. If students experienced mental fatigue, they were counselled.

6.Mental Health and Well-being of students [Students]: The Department of Psychology of the College, pro-actively started a Centre for Mental Well-Being soon after the COVID pandemic. This Centre, addresses the mental health needs of all the students on campus through individual/ group counselling and therapy sessions. Interactions with students regarding mental health are also taken up during the Mentoring sessions.

7. Mentoring Sessions [Students]: Mentoring sessions for students are a regular and integral part of the academic term. They are an ideal platform for addressing general student issues. The specific demand for training in resume' writing and development of interview skills during mentoring sessions are suitably addressed by the College Placement Cell- registration to which is open to all students.

8.Exposure to Sports at the TY level [Students]: The Physical Education class is mandatory at the First Year level (all streams) by the affiliating Savitribai Phule Pune University. Sports girls are drawn from all levels- FY/SY TY/PG classes and are given the flexibility to practice for their sports events during the course of the academic year. Sports Day is observed which includes all class events. Yoga Day is observed by the whole college, Zumba practice sessions are conducted for many students. Students have the option to enrol for Adventure Sports credit course. Opportunities exist on campus for Civil Commando Training and self-defence.

9. Library [Students]: While students have requested for easier access to online library resources, it should be noted that the Library conducts Orientation sessions for staff and students at the beginning of the academic term for all. Special sessions are organized for the first year students during their student induction programme to improve awareness about online library resource access.

III STUDENT ACTIVITIES:

1.Co-curricular and Extra-curricular activities for Student Enrichment [Students]: The faculty regularly keep the students engaged in multiple activities which have made the student campus life fun-filled, engaging and vibrant. The co-curricular activities include field visits, student research paper writing and publication), workshops related to the academics (theatre, stock market, NISM examination training, etc); extra-curricular activities like student fests [Exodus (BBA_BBA(CA), Teklogika (Computer Science), Kosufest (English), the Mira Bazar (Commerce), Adventure Sports credit courses (Sports), Litwit (English)programs, Kalarambh Club Cultural Programs (Music and Dance). Green Club programs on Green Bappa idol-making, waste re-cycling; NSS programs like social out-reach, tree plantation drives, blood donation camps; observing of important days like Reading

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Inspiration Day, Pi Day, Hiroshima Day, Constitution Day, *Marathi and Hindi Diwas, Janmashtami,* conduct of *Prashna Manch,* etc ;

2.College Radio for Information dissemination[Students]: The College shares information about upcoming College events through College website, class announcements, sharing of circulars, activity flyers, on class whatsapp groups. The suggestion of a College Radio is not feasible due to monetary constraints.

3.Internships and Good Placements [Students and Parents]: Internships are in built into the programs offered by the self-financing section. [BBA, BBA (CA), BSC(CS)]. Many students of the depts of Psychology, Accountancy, English also offer internship opportunities to the students. The same is being explored by the other departments as well.

The College has an active Placement Cell, operating through Placement Officers (faculty) and Placement Representatives (students) for every stream (Arts, Commerce, BBA, BBA(CA) and Computer Science). The Cell schedules career counselling sessions, identifies placement opportunities, conducts on and off-campus Placement Drives.Students especially from TY and PG, who are registered on the Placement Cell, benefit from these activities.

IV MISCELLANEOUS:

1.Admissions & Fees [Students & Parents]:

(i) Admission Process: The admission process has been streamlined and includes: orientation of non-teaching staff; display of flow charts on admission process on College website and near Office ; Orientation of in-house Class 12 students, post declaration of Class XII result about Degree College admissions;uploading of Prospectus on College Website with admission related information (Programmes available, eligibility requirements, scholarships, etc.); uploading of fee structure on College Website;handling of admission related emails and direct admission-related enquires; admission counselling for Merit students (outside St Mira's) and Regular Junior College (Students of St. Mira's College)by Faculty-through formation of Telegram group links; Student Orientation about Merit Form (outside students) /Regular form filling (in-house Class 12 students) through flow charts, videos, on college website; instructions on Vriddhi portal regarding form filling by Merit (outside students) and by in-house Class 12 students; Assistance in form-filling provided in the college I.T. laboratory; fee payment via online mode/cash to expedite admission process; fee instalments; formalisation of student aid (from generous individuals and charitable educational trusts); fund raiser event (like *Mahabharatee)*;

(ii) Fee concessions: The request for fee concessions under self-financing section cannot be addressed. Fee structure under the non-grant section has to show viability depending on student strength and faculty availability. Our self-financing section programs [BBA, BBA(CA), BSc(CS) and PG (M.A, M.Com, MSC(CS)] have fees as prescribed by the affiliating SPPU.

2.Intimation of Dates of Commencement and End of Term [Students]: The College regularly issues Circulars about the dates of commencement and conclusion of the academic

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year/term which are circulated in class rooms, shared on class whatsapp groups and uploaded on College Website.

3.Behaviour of Non-Teaching Staff [Students & Parents]: A few complaints emerged regarding the rude behaviour of some non-teaching staff especially at the time of admissions. This matter has been addressed by the Principal through Group and Individual Orientation to the non-teaching staff regarding the importance of polite and courteous interaction with parents and students.

3.Addressing of Student Queries[Students & Parents]: All administrative staff have been oriented to check the College email account regularly and address the student issues at the earliest. The non-teaching staff responses to the stakeholders (students) are made to the stakeholders, keeping the Vice Principal informed. In some cases, the Vice Principal herself, furnishes suitable responses to student enquiries or queries.

4.Infrastructure Related [Students]:

(i) Drinking water: With regard to drinking water, theCollege has a Water Room, has acquired four new water purifiers and one Water Cooler on the premises which are regularly maintained.

(ii) Washroom Hygiene: The complaint about the unclean washrooms can be addressed only with the cooperation of the students. While the washrooms are washed daily by the conservancy staff, the onus on cleanliness is also on the user. The students are oriented to maintaining washroom hygiene by: proper toilet flushing; proper disposal of soiled sanitary napkins, use of menstrual cup,keeping the washroom as dry as possible by not wasting water.The suggestion for providing mirrors and lockers in washrooms cannot be consideredfrom point of view of washroom hygiene and monetary constraints.

(iii) Unpainted Garden Benches: The garden benches are in good condition. They have been painted recently, which adds to the campus garden aesthetics.

(iv) Better Acoustics in A.V. Room: The College has a good Audio-Visual Room where the infrastructure is regularly maintained.Besides, the AV Room, we also have a well-equipped Auditorium with good acoustics.

(v) Ladies Room: The College has wash rooms for students on each floor. In addition, there is a designated Common Room, on the Ground Floor, which offers washroom facility for the students, as well.

(vi) Facilities for Students from other Cities: We have a fortyseat capacity student hostel at the parent institution, Sadhu Vaswani Mission(SVM). A larger hostel facility is at present not possible due to space constraints. Students from other cities explore other private hostel accommodations on their own. Issues of homesickness, inadequacy of proper nutrition, illness are brought to the notice of the college authorities through SVM hostel authorities (for hostelites), via class teachers, mentors and class representatives (all students). Informal and formal counselling is available to all students, offered by supportive faculty and on-campus counsellors.In the case of medical issues, the parent/guardian of the student are kept informed.Medical attention can be accessed by the students from our sister institution- the Inlaks and Budhrani Hospital. The student can also avail of homeopathy facilities on-campus, once a week.

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