St. Mira's College for Girls
Autonomous (Affiliated to Savitribai Phule Pune University)
Infrastructure - 2020-21

Class Rooms

Sr. No.	Class Room No.	LCD Projectors	New Update	Date	Quick Heal Renewal	Wi-Fi/ LAN	Smart Boards	Computers	Servers	Printer	Firewall	Air Coolers/AC
1	1	---				1 Wifi /1 Lan	---	1	---	1 (1020-HP Laser Printer)	---	---
2	2	---				1 Wifi	---	---	---	---	---	---
3	3	---				1 Wifi	---	---	---	---	---	---
4	4	---				1 Wifi	---	---	---	---	---	---
5	5	---				1 Wifi	---	---	---	---	---	---
6	6	---				1 Wifi	---	---	---	---	---	---
7	7	---				1 Wifi	---	---	---	---	---	---
8	8	---				1 Wifi	---	---	---	---	---	---
9	101	---				1 Wifi (New) Date 13.02.2019	1		---	---	---	---
10	102	---				1 Wifi	---	---	---	---	---	---
11	103	---				1 Wifi	---	---	---	---	---	---
12	104	---				1 Wifi	---	---	---	---	---	---
13	105	---				1 Wifi	---	---	---	---	---	---
14	106	---				1 Wifi	---	---	---	---	---	---
15	107	---				1 Wifi	---	---	---	---	---	---
16	108	---				1 Wifi	---	---	---	---	---	---
17	109	---			05-04-22	1 Wifi (New) Date 13.02.2019 / 4 Lan	---	4	---	---	---	---
18	110	---				1 Wifi	---	---	---	---	---	---
19	111	---				1 Wifi (New) Date 13.02.2019	1	---	---	---	---	---
20	112	1				1 Wifi	---	---	---	---	---	---
21	113	---				1 Wifi	---	---	---	---	---	---
22	114	---				1 Wifi	---	---	---	---	---	---
23	115 (Language Lab)	---			10-03-22	11 Lan (New) / Wifi	---	11	---	---	---	---
24	116	---				1 Wifi	---	---	---	---	---	---
25	201	---				1 Wifi	---	---	---	---	---	---
26	202	---				1 Wifi	---	---	---	---	---	---
27	203	---				1 Wifi	---	---	---	---	---	---
28	204	---				1 Wifi	---	---	---	---	---	---
29	205	---				1 Wifi	---	---	---	---	---	---
30	206	---				1 Wifi	---	---	---	---	---	---
31	209 Physic Lab	---				1 Wifi	---	1	---	1 Canon 2900	---	---
32	210	1				1 Wifi	---	1	---	---	---	---
33	211 Psy lab	---				1 Wifi (New) Date 13.02.2019	1	1	---	---	---	---
34	212	1				1 Wifi	---	1	---	---	---	---
35	301	1				1 Wifi	---	1	---	---	---	---
36	302	---				1 Wifi (New) Date 22.04.2019	1	---	---	---	---	---

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Class Rooms

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37	303	1				1 Wifi	---	1	---	---	---	---
38	304	1				1 Wifi /1 Lan	---	1	---	---	---	---
39	305	1				1 Wifi	---	1	---	---	---	---
40	306 (BCS Lab)	1				57 Lan/ 1 Wifi	---	57	2	3 (3 dot matrix - 2 LX300, 1 LQ1150)	1 (2018-19)	1 AC
41	307 (Stats Lab)	1			10-04-22	16 Lan /1 Wifi	---	16	---	1 (dot matrix LX 300)	---	---
42	308	1				1 Wifi /1 Lan	---	1	---	---	---	---
43	309	1				1 Wifi	---	1	---	---	---	---
44	310	1				1 Wifi	---	1	---	---	---	---
45	311	---				1 Wifi	---	---	---	---	---	---
46	312 (Electronic Lab)	1			05-04-22	1 Wifi /14 Lan	---	14	---	2 (dot matrix - 1LX300, 1 LQ1150)	---	---
47	IT Lab	1				2 (TATA & BSNL) 23 Lan /1 Wifi	----	23	1	1 HP Printer Laser jet (2018-19)	---	1 Air Cooler
48	BCA Lab	1				1 Wifi /36 Lan	----	36	---	2 (dot matix - 2 LQ1150)	---	---
		15				**164 L, Wifi-48**	**4**	**173**	**3**	**11**	**1**	

Total Printers - 26   (labs-11+Offices13+Library2)

Total Projectors - 10

Total computers -226 (Classroom & labs-173+Offices38+Library15)

Total Smart Boards - 4

Total Server - 6 (IT Lab, Office, Lib 1st Floor, Exam Cell, BCS lab -2)

Total Air Cooler - 2 Exam Cell, 1 IT Lab, 4 AV Hall

Dr. Jaya Rajagopalan
Principal Incharge

St. Mira's College for Girls
Autonomous (Affiliated to Savitribai Phule Pune University)
### Infrastructure - 2020-21

Office

Sr. No.	Location	LCD Projectors	Wi-Fi/ LAN	Quick Heal Renewal	Computers	Printers	Scanners	xerox	Server	Speakers	LCD TV	Shredder	AC / Air Cooler	Batteries	Software	Accessories
1	Principal office	---	Wifi / 2 Lan	03-01-23		4 Cartridges										1 HDMI Extender & CAT cable of CCTV
2	VicePrincipal office	---	Wifi / 1 Lan	01-11-22												
3	Administration office	1 Portable Projector	Wifi / 13 Lan	01-11-22		1 (Toner)										
4	BBA/BCA office	---	Wifi / 5 Lan	06-08-22										1		
5	Exam Cell	---	Wifi / 6 Lan	01-09-22											1	
6	Teachers Cubical	---	Wifi / 8 Lan	06-08-22												
7	Jr.College Vice Principal office	---	Wifi / 2 Lan			4 Cartridges										

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Library

Sr. No.	Location	LCD Projectors	Wi-Fi/ LAN	Quick Heal Renewal	Computers	Printers	Scanners	xerox	Server	Speakers	LCD TV	Shredder	AC / Air Cooler
1	1st Floor Library	1	Wifi / 8 Lan	10-03-22									
2	2nd Floor Library	---	Wifi / 14 Lan	23/02/2033									
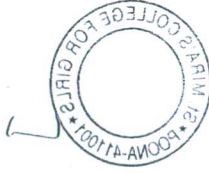
Dr. Jaya Rajagopalan
Principal Incharge

St. Mira's College For Girls, Pune
Autonomous (Affiliated to Savitribai Phule Pune University)
List of Psychological Tests
Department of Psychology
2020-2021

LIST OF EQUIPMENTS IN THE PSYCHOLOGY LAB

1. Perimeter
2. Wiggly blocks
3. Reaction time apparatus
4. Galton bar
5. Muller Lyer apparatus
6. Size constancy apparatus
7. Bilateral transfer tracing apparatus
8. Constant stimuli (weights box)
9. Serial learning apparatus
10. Maze learning apparatus
11. Calliper aesthesiometer

LIST OF MATERIALS IN THE PSYCHOLOGY LAB

1. Verbal Conditioning Cards

2. Knowledge of Result card with a line of 10cms

3. Blind folds

4. Stop Watches

5. Wooden Screen

IT INFRASTRUCTURE IN THE PSYCHOLOGY LAB
1. Computer- For the use of Faculty with internet connectivity
2. Smart TV- For the use of Faculty with internet connectivity

LIST OF TESTS IN THE PSYCHOLOGY LAB

1. Koh's block design test

2. Standard progressive matrices

3. Pramod Kumar, Marriage attitude scale

4. LN Dubey and Archana Dubey, Sentence Completion Test

5. Eyesenk's Personality Questionnaire- Revised (EPQ- R)

6. Passi Test for Creativity

7. Rosenberg's Self Esteem Scale

8. Adjustment Inventory by M.N. Palsane

9. Sinha's Comprehensive Anxiety Test (SCAT)

10. Bisht Battery of Stress Scales (BBSS)

11. Pragyaman Kasotimala Gyan Prabodhini

12. Vineland social maturity scale

13. VIT (Verbal Intelligence Test)

14. Achievement test (ACMT) by Dr.Bhargava

15. Study habits inventory by M.N. Palsane

16. R.K. Ojha Value Scale

17. Adjustment Inventory, English

18. Malin's Intelligence scale for Indian children

19. Differential aptitude test (DAT)
20. David's Battery of Differential Abilities (DDB)
21. Career Preference Record (CPR)
22. Smith's Stress Symptoms Inventory

Dr. Jaya Rajagopalan
Head, Department of Psychology
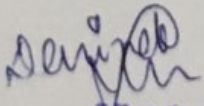
St. Mira's College for Girls

Library Facility

2020 -21

Sr. No	Material	Quantity
1	Books	64803
2	Journals	11
3	EBSCO Databases	3
4	NLIST	1
5	CD/DVDs	3219

St.Mira's College for Girls, Pune

Autonomous Affiliated to Savitribai Phule Pune University

KINDLE THE LIGHT

[2017-2021]

Infrastructure Utilisation and Maintenance Policy

St. Mira's College For Girls

Policy on I.T & Usage of Computers &Electronic Devices in the College Campus

Applicable to all employees, AMC in charge & students of St. Mira's College For Girls, Pune)

List of offences –

1. Tampering with computer source documents, records &developed software.
2. Hacking with computer system.
3. Usage of the password, digital signature or other unique identification of another person.
4. Acts of cyber terrorism
5. Publishing information which is obscene / defaming someone or any organization in electronic form.
6. Failure to maintain required records
7. Failure/refusal to comply with orders
8. Securing access or attempting to secure access to a protected system
9. Usage of social media , e mail facility, internet browsing for personal reasons during working hours.
10. Downloading of illegal software
11. Attachment of any device that could bring virus or damage to college computers.
12. Formatting of any computer in the college without permission.
13. Installation of software in college computers without permission.
14. Installation of software purchased by College on personal devices.
15. Servicing of personal devices with the help of AMC employees.
16. Usage of computer peripherals (printers, scanners etc.) for personal work.
17. Usage of mobile phones in class / lectures
18. Usage of music/ any entertainment at any of the administrative blocks / classrooms/ Exam cell/ library without permission from the authorities.
19. Photography of any material from the college computers, particularly during online exams, practicals & practical examinations.
20. Students are strictly prohibited to bring pen drives, mobiles/camera or any other electronic device into the examination hall / tests.

Procedures and policies for maintaining the laboratories

1. It is the joint responsibility of the concerned teaching staff & lab assistants to ensure the smooth functioning & security of their respective laboratories.

2. Laboratories are to be utilized only for the conduction of practicals & activities scheduled in the curriculum. Utilization for any other activity requires the prior permission of the authorities.

3. All equipments & facilities provided by the college are to be utilized only for college related activities.

4. Staff & students must ensure that all power supply is switched off when equipments are not in use.

5. Students found damaging lab equipments will be required to pay for the repairing / replacement expenses.

6. Food items are strictly not permitted in the labs.

7. All requirements , repairs & servicing of the equipments are to be reported in writing by the concerned teacher to the office staff in charge, who in turn shall attend on these issues after obtaining the necessary sanctions from the Principal.

8. The lab assistants should maintain complete records of the equipments – the stock, damages, repairs & replacements etc.

9. The lab assistants should be available in the lab allotted throughout their working hours & ensure that the lab is kept open /closed as required.

10. The lab assistants should be present with the students whenever they are engaged in lab activities.

11. The lab assistants should monitor the cleanliness of the lab & equipments .

G.H. Gidwa

St. Mira's College

Procedures and policies for maintaining classrooms :

1. Classrooms are maintained jointly by the office staff, class teachers & student class representatives .

2. Classrooms are to be utilized only for the conduction of lectures, examinations as scheduled and also for guest lectures.

3. Electric power supply/ internet/ smart boards/ LCD projector/ computers & accessories etc. provided by the college are to be utilized only for college related activities.

4. Staff & students must ensure that all power supply is switched off when equipments are not in use.

5. Students found scribbling on the walls or benches or causing any kind of damage to the college property will be required to pay for the repairing expenses.

6. All requirements , repairs & servicing of the equipments/furniture in the class room or any problems detected on the building infrastructure are to be reported in writing by the class teacher to the office staff in charge, who in turn shall attend on these issues after obtaining the necessary sanctions from the Principal.

7. No equipment / furniture can be shifted from one part of the college to another without the permission of the Registrar.

8. None of the objects which are a part of college property can be taken out of the college premises without the permission of the Registrar.

9. Parents and outsiders are not permitted to enter classrooms.

10. It is the responsibility of the sewakas to ensure that classrooms are cleaned every day and keep them locked / open as instructed by Registrar/ Office Superintendent .

Sports Facilities & Procedures

Sports Facilities Available

- A GYM with modern physical exercise and fitness equipments
- A **playground** for games like Handball, Kabaddi, Throw ball/ Volley ball, Basketball Half court, Badminton open court, Taekwondo, Athletics (Javelin throw, Discus throw, Shot Put, Hammer Throw, long Jump pit, Hurdles, 50 mts running track) 7 aside football ground
- **Indoor sports** - Table Tennis & Chess with all the facilities and advanced equipments.

Training

- Students participating in different sports activities practice daily for two hours. Special coaches to train these students in their respective events have been appointed.
- In addition, we provide for sports grounds outside the college for students to practice in various sports activities.
- During Physical Education lectures, Yoga, self-defense, various fitness activities & games are taught.

Support & Incentives

- Scholarships, fee concessions, free medical check-up, free nutritious breakfast (Protein powder), vitamins, travelling and refreshment allowances during matches, T-shirts and track suits are provided to students participating in inter college/university/state /national level sports.
- Academic support in the form of special concession in attendance, flexibility in examination schedules, award of extra marks(5 marks to students participating at zonal level, 10 marks to students participating at National level and 15 marks to students for participating in International level).
- Scholarships, cash prizes and trophies are awarded to the best sports girls every year.

G.H. Gidwa

Additional Credit Course

Adventurous Credit Course has been introduced for students from all streams. This involves trekking, wall climbing, rappling – both theory & practical experience.

Social Work –

Our students teach Yoga & different sports activities to corporation schools.

Annual Sports day – is organized every year. A large number of students participate. There are special events for teaching and non-teaching staff as well as for the sewakas.

Library Policy

Library Membership and Borrowing Privileges

1. Students and staff need to register with the library for membership by presenting the Fee Receipt and Appointment Order respectively.

2. Student Membership is valid for one academic year and needs to be renewed every year.

3. I-cards are a must for all library transactions.

4. Students are entitled to borrow two books for a period of seven days.

5. Late return of reading material will attract a fine to the tune of Rs. 2/ per book for the first week and Rs.5/ for rest of the period.

6. Re-issuing facility is available provided the item is not already reserved by other students.

7. Members must return all the library material issued to them for consultation before leaving the reading room.

8. The Employee who leaves the College due to retirement or other reasons should return all their borrowings and procure **No Dues** certificate from the library.

9. If any book is not available in our library, institutional membership facility can be used.

10. **Relaxation of Issuing Limit**

   Issuing Limit will be relaxed in cases of students participating in competitions like debates, elocution, essay writing, article writing, etc.

11. **Use of Audio-visual Material**

   Students can view CD/DVDs in the library only.

Other Library Members

Apart from current St Mira's College faculty, staff and students others who can be members of the library are: Ex-staff, Ex-students, Parent Body, Sister Institutes, and any other information seekers with the permission of the Principal.

G.H.Gidwa

Access to E-resources

Members can access E-resources under NLIST and EBSCO Databases-Academic Search Elite, Literary Reference Center and Master File Elite. They need to get login ID and Passwords from the library.

Library Spaces

Library Spaces for conducting extra lectures, discussions, displays, etc. can be used after filling a form available in the library.

Loss/Damage of Reading Material

- Members are responsible for the physical condition of any items checked out on their card. Before leaving the circulation counter please check the sound condition of reading materials. If any damage is found, please bring the matter to the notice of the library assistant.
- In case of loss or damage of reading material, member is liable to replace the copy or pay the designated fine for the book in print.

Record of Visits

- Students and staff are expected to enter their roll numbers in the attendance register provided at the entrance of the library.
- Bags shall be deposited at the property counter without fail and members are requested not to keep their cash, mobiles and other valuable items in their bags.

Special Services

Special services are available to Divyaang such as provision of free Braille Papers, readers, writers, personal assistance and reserved seating arrangement.

Terms of Use for Online Resources

1. Use of all library online resources (e-journals, databases, and e-books) is subject to copyright laws and contractual/license agreements between the College and the publishers/suppliers.

G.H.Gidwa

Policy
Library Pape 2

2. Violation of copyright law and/or terms of the agreements may result in the suspension of access to online resources for the entire College Community.

3. According to licenses terms users are prohibited from engaging in "excessive or systematic" downloading when using online resource.

4. Login credential is not to be shared with anyone (unauthorised users).

Y.H. Gidwa