

**St. Mira's College for Girls, Pune**  
**[Autonomous-affiliated to Savitribai Phule Pune University]**  
**Action Taken Report 2022-23**  
**On Curricular 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 at the 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 curriculum design (across streams) includes a 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 added credit 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.





(ii)**Courses on Finance & Stock Market:** The BBA Program offers a specialisation in Finance; the B.Com Program covers 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 Learning 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 31<sup>st</sup> Jan, 2022 and 5<sup>th</sup> 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 process occurs 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)





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 outreach, tree plantation drives, blood donation camps; observing of important days like Reading





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



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, the College 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 considered from 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 forty seat 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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Principal Incharge  
St. Mira's College for Girls





KINDLE THE LIGHT

SADHU VASWANI MISSION'S  
**ST. MIRA'S COLLEGE FOR GIRLS**  
 [An Autonomous College Affiliated to the Savitribai Phule Pune University]  
 [ARTS, COMMERCE, SCIENCE, BBA, BCA]  
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Dr. Jaya Rajagopalan  
 Principal Incharge

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

No:G-15(a)/2021-22/37

5.1.2022

**CIRCULAR**

Dear Staff Members,


In the light of the surge in COVID cases in Pune and as we are in the simultaneous 'Unlock Mode', as per Government of Maharashtra guidelines, we must remember to exercise greater caution, observe and adhere to all COVID Protocols and Standard Operating Procedures (SOPs) in order to keep our campus COVID free.

All teaching and non-teaching staff members (Office, Library, Examination Cell, *Sevaks* and *Sevikas*) of Degree College and Junior College are requested to kindly observe the following rules strictly, during the discharge of their respective duties and responsibilities on campus.

1. Staff members, should submit hard copies of their TWO dose completion COVID Vaccination Certificates to College Office immediately.
2. If, a COVID vaccine dose is pending, for any staff member, kindly complete the 2nd vaccination dose as soon as possible and submit the completed COVID vaccination certificate to College Office as soon as possible.
3. In the event of non- completion of 2nd dose of COVID vaccine, the staff member will compulsorily, have to undergo an RTPCR test at regular intervals, at their own expense, to confirm that they are COVID negative.
4. Every staff member on campus, should wear a double mask OR an N95 mask at all time, covering their nose and mouth even whilst teaching or conduct of administrative or other duties(except when partaking of food).
5. All staff members should maintain physical distancing of at least 6 feet when interacting with other staff members and students.
6. All staff members are requested to carry their own hand sanitiser for personal use.
7. Reliance should be placed on internal communication via email and whatsapp messaging so as to minimize physical interactions amongst staff members.
8. Sharing of electronic gadgets including mobile phones with others should be avoided in order to minimize contact.
9. Staff members and students should not stand in clusters or groups of more than three to five people, for any reason.
10. If any staff member acquires COVID symptoms like persistent cough, fever, body ache, have lost their sense of smell or have been in primary contact with a COVID symptomatic individual, for a duration of more than 15 minutes, on and off campus, kindly, inform the College Office and keep yourself isolated from others. The mode of isolation will be indicated on a case-by-case basis.
11. In case of testing COVID positive, staff members will self-isolate at home and re-join work only after producing a COVID negative certificate.

Let us stay healthy, stay safe and COVID negative to the best of our ability.



  
 Dr. Jaya Rajagopalan  
 Principal In charge,  
 St.Mira's College for Girls, Pune





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Please visit: [www.dadavaswanibooks.org](http://www.dadavaswanibooks.org)