

M.O.M. : 5 November 2019

IQAC -Internal Quality Assurance Cell

Inaugural Meeting

Attendees: Committee Members

Name	Company / Organization	Designation
Shri. Ashish Mishra	AGI	Management Representative
Ar. Rita Nayak	ACA	Principal /Head of the Institute
Ar.Rasika Chodankar	ACA	IQAC Coordinator (Senior faculty)
Ar. Ranjeeta Potpose	ACA	Associate Professor
Ar.Swati Ray	ACA	Associate Professor
Er. Jignesh Vanjara	ACA	Assistant Professor
Ar Varsha Swar	ACA	Assistant Professor
Ar Shruti Pandit	ACA	Assistant Professor
Ar Urvashi Purohit	ACA	Assistant Professor
Ms. Seema Kedia	ACA	Administrative Officer
Ms. Adita Shetty	ACA	Student Nominee
Mr Siddhesh Kadam	ACA	Alumni Nominee
Ar. Gurunath Dalvi	Independent	Ex Principal LSR College, Senior Academician
Ar. Samir Hingoo	Hingoo Associates	Practicing Architect (Industry Nominee)
Ar. Sukumar Dharmadhikari	Designers Combine	Practicing Architect (Industry Nominee)

Date: 5.11.2019

Venue/Mode: 6th floor Board Room

Time : 11.30am

Agenda:

- 1 Welcome address
- 2 Introduction to IQAC Structure and of all committee members
- 3 Objectives, Benefits, and importance of IQAC
- 4 Discussion on BDF
- 5 Any other item with the permission of chair

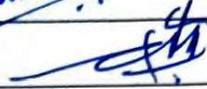
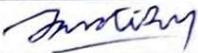
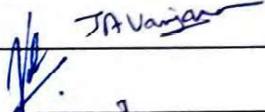
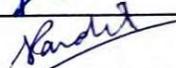
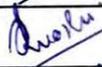
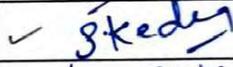
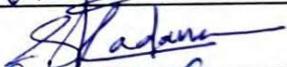
The following are the minutes of the meeting of the Inaugural IQAC :

Sr. No.	Description	Decisions/ Suggestions by	Remarks
1	Welcome address and Introduction to IQAC Structure and of all committee members	Ar.Rita Nayak	Appreciated by all
2	Objectives, Benefits, and importance of IQAC were presented to all members. The Institute's Perspective Plan and the importance of NAAC accreditation were described elaborately. IQAC Coordinator was introduced to all members	Ar.Rita Nayak	NA
3	Members were briefed about their role in the IQAC committee, IQAC road map was explained. Institute progress monitoring and updates to be shared with all stakeholders was discussed.	Ar.Rasika Chodankar	NA
4	Suggestion: Representative of Parents' of students currently studying in the Institute to be added to the stakeholder members.	Ar. Gurunath Dalvi	NA

5	Initiation of ISO Agenda for ISO was discussed. Its importance as a Quality check and for systems to be in place was explained. All the above concerns of tracking attendance, curriculum, fees and other activities shall be appropriately mapped and shall help creating database for the near future.	Shri Ashish Mishra	Appreciated by all
6	Discussion on Borivali Design Fair 2019. The BDF 2019 was discussed and the members for the team formulation was decided as per the various activities.	Ar.Rita Nayak	NA
7	Research: Initiation of IDRC With an impetus on research in NAAC and due to the success of IDC, it was proposed that a Research Conference to be started for the benefit of our students and faculty to achieve global outreach It was proposed to be called - International Design and Research Conference.- IDRC	Ar.Rita Nayak	Appreciated by all
8	Seminar and workshop resource people. Resource people from the industry were proposed by the member with their contact details for value addition towards curriculum.	Ar.Rasika Chodankar	Appreciated by all
9	Student representative suggested more hands-on & exposure to practical aspects of learning.	Adita Shetty	Site visits for technical subjects, possibilities of collaborations with applied arts, and introduction of co-curricular clubs were shared.
10	Alumni member suggested multidisciplinary collaborations, e.g. Civil engineering stream and architecture to help in future practice	Ar.Siddhesh Kadam	Appreciated by all
11	Suggestion: Industry collaborations to enhance faculty learning (FDP-based lectures by industry experts).	Ar.Sukumar Dharmadhikari	Appreciated by all
12	Involvement of Practicing professionals, in a formal way, with an MOU, was suggested as initiated earlier	Ar.Rita Nayak	Appreciated by all

13	Next date of meeting will be decided by the Principal, and will be conveyed by the IQAC coordinator	Ar. Rasika Chodankar	To be decided
14	Meeting ended with Vote of Thanks to all the members	Ar. Rasika Chodankar	NA

Attendees:

Name	Designation	Signature
Shri. Ashish Mishra	Management Representative	
Ar. Rita Nayak	Principal /Head of the Institute	
Ar. Rasika Chodankar	IQAC Coordinator (Senior faculty)	
Ar. Ranjeeta Potpose	Associate Professor	
Ar. Swati Ray	Associate Professor	
Er. Jignesh Vanjara	Assistant Professor	
Ar Varsha Swar	Assistant Professor	
Ar Shruti Pandit	Assistant Professor	
Ar Urvashi Purohit	Assistant Professor	
Ms. Seema Kedia	Administrative Officer	
Ms. Adita Shetty	Student Nominee	
Mr Siddhesh Kadam	Alumni Nominee	
Ar. Gurunath Dalvi	Ex Principal LSR College, Senior Academician	
Ar. Samir Hingoo	Practicing Architect (Industry Nominee)	
Ar. Sukumar Dharmadhikari	Practicing Architect (Industry Nominee)	

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Prepared by
Ar. Ranjeeta Potpose
Academic Committee Head



Approved by
Ar. Rita Nayak
Principal

M.O.M. : 6 March 2020

IQAC -Internal Quality Assurance Cell

Attendees: Committee Members

Name	Company / Organization	Designation
Shri. Ashish Mishra	AGI	Management Representative
Ar. Rita Nayak	ACA	Principal /Head of the Institute
Ar.Rasika Chodankar	ACA	IQAC Coordinator (Senior faculty)
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Ms. Adita Shetty	ACA	Student Nominee
Mr Siddhesh Kadam	ACA	Alumni Nominee
Ar. Gurnath Dalvi	Independent	Ex Principal LSR College, Senior Academician
Ar. Samir Hingoo	Hingoo Associates	Practicing Architect (Industry Nominee)
Ar. Sukumar Dharmadhikari	Designers Combine	Practicing Architect (Industry Nominee)

Date: 6.03.2020

Venue/Mode: 6th floor Board Room

Time : 11.30am

Agenda:

- 1 Welcome address
- 2 Update on BDF
- 3 Update on Academics
- 4 Update on ISO
- 5 Update on IDC-IDRC
- 6 Update on New PG Program
- 7 Any other item with the permission of chair

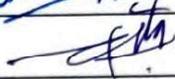
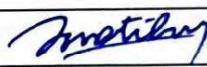
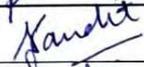
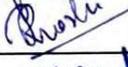
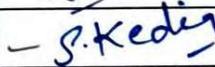
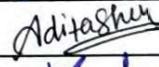
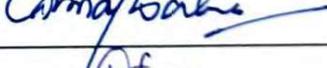
The following are the minutes of the meeting of the Inaugural IQAC :

Sr. No.	Description	Decisions/ Suggestions by	Remarks
1	Welcome address	Ar.Rita Nayak	NA
2	All the committee activities and events were discussed. The students' progress and works were also discussed including the success of BDF 2019. elaborately. IQAC Coordinator was introduced to all members	Ar.Rita Nayak	Appreciated by all

3	Members were briefed about their role in the IQAC committee, Review of academic progress and introduction to COPO Suggestions for incorporating the NAAC suggested COPO mapping of the academic curriculum and its outcome were discussed and	Ar.Rasika Chodankar	Faculty Ar. Urvashi Purohit and Ar. Shruti Pandit were working to take it ahead
4	Student issues regarding quality of work, absenteeism, and discipline were discussed. Further the idea of student and faculty feedback on the course conducted ere important and to be incorporsted as part of COPO mapping was discussed.	Ar. Gurunath Dalvi	NA
5	ISO Initiated Initiation of ISO Agenda for ISO was discussed. Its importance as a Quality check and for systems to be in place was explained. The process flow and working were discussed. The framework and hierarchy was understood. The roles and responsibilities of process ownwers were also discussed. Audit to be conducted soon for approval.	Er. Jignesh Vanjara (MR)	Process owners identified and processes in place. Audit is expected in coming 10 days
6	Research: Initiation of IDRC The theme for IDC was discussed and decided to keep same for IDRC – IDC. Paper presentation and publication ideas were discussed.	Ar.Rita Nayak	Appreciated by all
7	Processing for M Arch The paperwork and process for initiation of M. Arch course was discussed. The roles and responsibilities were also discussed.	Ar.Rita Nayak	Appreciated by all
8	Involvement of Practicing professionals and their involvement was sought to increase the quality of awareness Resource people from the industry were proposed by the member with their contact details for value addition towards curriculum.	Ar. Sukumar Dharmadhikari	To which the list of architects called for seminars and workshops was presented.

9	Next date of meeting will be decided by the Principal, and will be conveyed by the IQAC coordinator	Ar. Rasika Chodankar	To be decided- Nov-Dec
10	Meeting ended with Vote of Thanks to all the members	Ar. Rasika Chodankar	NA

Attendees:

Name	Designation	Signature
Shri. Ashish Mishra	Management Representative	
Ar. Rita Nayak	Principal	
Ar. Rasika Chodankar	IQAC Coordinator (Senior faculty)	
Ar. Ranjeeta Potpose	Associate Professor	
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Prepared by
Ar. Ranjeeta Potpose
Academic Committee Head



Approved by
Ar. Rita Nayak
Principal