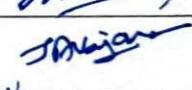
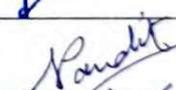
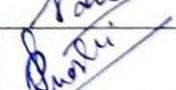


Date: 06/10/2020

**COMMITTEE: IQAC -Internal Quality Assurance Cell**
**MEETING DATE: 06/10/2020**
**VENUE: Hybrid mode, online & 6<sup>th</sup> floor Board Room**
**Committee Members**

| ATTENDEES                | ORGANISATION      | DESIGNATION                             | MODE OF PARTICIPATION | SIGNATURE   |
|--------------------------|-------------------|---|-----------------------|---|
| Shri. Ashish Mishra      | AGI               | Management Representative               | Online                |    |
| Ar. Rita Nayak           | ACA               | Principal                               | Online                | _____   |
| Ar. Rasika Chodankar     | ACA               | IQAC Coordinator (Senior faculty)       | Physical              |    |
| Ar. Ranjeeta Potpose     | ACA               | Associate Prof.                         | Online                | _____   |
| Ar Swati Ray             | ACA               | Associate Prof.                         | Physical              |  |
| Er. Jignesh Vanjara      | ACA               | Assistant Prof.                         | Physical              |  |
| Ar Varsha Swar           | ACA               | Assistant Prof.                         | Physical              |  |
| Ar Shruti Pandit         | ACA               | Assistant Prof.                         | Physical              |  |
| Ar Urvashi Purohit       | ACA               | Assistant Prof.                         | Physical              |  |
| Ms.Seema Kedia           | ACA               | Administrative Officer                  | Online                | _____   |
| Ms. Adita Shetty         | ACA               | Student Nominee                         | Online                | _____   |
| Mr Siddhesh Kadam        | ACA               | Alumni Nominee                          | Online                | _____   |
| Ar. Gurunath Dalvi       | Ex Principal LSR  | Senior Academic Advisor                 | On Phone              | _____   |
| Ar. Samir Hingoo         | Hingoo Associates | Practicing Architect (Industry Nominee) | Online                | _____   |
| Ar Sukumar Dharmadhikari | Designers Combine | Practicing Architect (Industry Nominee) | Online                | _____   |

**Agenda:**

1. Discussion on Covid Protocol
2. Conduct of Online classes
3. ISO Update
4. Students update.
5. IDC-IDRC Update

The following points were discussed during meeting:

| Sr. No. | Description   | Decisions /Suggestions by | Action to be taken by | Remarks     |
|---------|---|---------------------------|-----------------------|-------------|
| 1       | Welcome address by Principal in hybrid mode   | Ar. Rita Nayak            | NA                    | Appreciated |
| 2       | <b>Covid Protocol</b><br>The changes to the calendar due the COVID pandemic as suggested by Mumbai University was discussed and how all efforts were taken to safeguard the interest of the students.   | Ar. Rita Nayak            | NA                    | Appreciated |
| 3       | Discussion was done on the methods and process to conduct classes online. Also, discussion was done for conducting exams online based on Mumbai University directives.  | Ar Urvashi Purohit        | To be decided         | Appreciated |
| 4       | Also, discussion was done for conducting non-academic and extracurricular activities on online mode particularly Alumni connect to help students.   | Ar. Varsha Swar           | To be decided         | Appreciated |
| 5       | The student feedback received was reviewed and discussed. Student representative discussed issues faced by the students as well as how faculty were helping in managing academics.  | Adita Shetty              | NA                    | Appreciated |
| 6       | <b>ACA is ISO certified 9001: 2015</b><br>It was informed that ACA is ISO certified and the different advantages of the same were discussed.  | Er. Jignesh Vanjara (MR)  | NA                    | Appreciated |
| 7       | Discussion on formulation of ERP was done at length. Initiation process was discussed as instructed by IT team.   | Er. Jignesh Vanjara       | NA                    | NA          |
| 8       | The "Research Paper formulation and process" workshop conducted with Dr. Lilly Rose was successfully conducted on 19 <sup>th</sup> September 2020 and the reviews on the same was discussed. Schedule for IDC and IDRC was finalized as per the conduction of the same in online format on Microsoft teams. Publication for IDRC was discussed. | Ar. Rasika Chodankar      | NA                    | Appreciated |

|    |   |                      |               |    |
|----|---|----------------------|---------------|----|
| 9  | BVoc. admission progress and faculty inclusion was discussed.                                       | Ar. Rasika Chodankar | NA            | NA |
| 10 | Next date of meeting will be decided by the Principal, and will be conveyed by the IQAC coordinator | Ar. Rasika Chodankar | To be decided | NA |
| 11 | Meeting ended with Vote of Thanks by Ar. Rasika Chodankar to Chair & all the members                | Ar. Rasika Chodankar | NA            | NA |

End of report.



Prepared by  
 Assistant Prof.  
 Ar. Varsha Swar



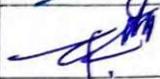
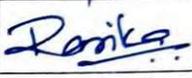
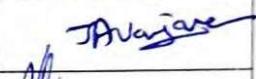
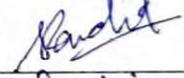
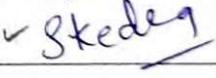
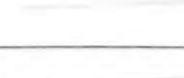
Checked by  
 IQAC Co-ordinator  
 Ar. Rasika Chodankar



Principal  
 Ar. Rita Nayak

Date: 26/03/2021

**COMMITTEE: IQAC -Internal Quality Assurance Cell**
**MEETING DATE: 26/03/2021**
**VENUE: Hybrid mode, online & 6<sup>th</sup> floor Board Room. 11.30am**
**Committee Members**

| ATTENDEES                | ORGANISATION      | DESIGNATION                             | MODE OF PARTICIPATION | SIGNATURE   |
|--------------------------|-------------------|---|-----------------------|---|
| Shri. Ashish Mishra      | AGI               | Management Representative               | Physical              |    |
| Ar. Rita Nayak           | ACA               | Principal                               | Physical              |    |
| Ar. Rasika Chodankar     | ACA               | IQAC Coordinator (Senior faculty)       | Physical              |    |
| Ar Swati Ray             | ACA               | Associate Prof.                         | Physical              |   |
| Er. Jignesh Vanjara      | ACA               | Assistant Prof.                         | Physical              |  |
| Ar Varsha Swar           | ACA               | Assistant Prof.                         | Physical              |  |
| Ar Shruti Pandit         | ACA               | Assistant Prof.                         | Physical              |  |
| Ar Urvashi Purohit       | ACA               | Assistant Prof.                         | Physical              |  |
| Ms. Seema Kedia          | ACA               | Administrative Officer                  | Physical              |  |
| Ms. Adita Shetty         | ACA               | Student Nominee                         | Online                |  |
| Mr Siddhesh Kadam        | ACA               | Alumni Nominee                          | Online                |  |
| Ar. Gurunath Dalvi       | Ex Principal LSR  | Senior Academic Advisor                 | On Phone              |  |
| Ar. Samir Hingoo         | Hingoo Associates | Practicing Architect (Industry Nominee) | Online                |  |
| Ar Sukumar Dharmadhikari | Designers Combine | Practicing Architect (Industry Nominee) | Online                |  |

**Agenda:**

1. Covid Protocol for Exams
2. Students' issues – Online teaching.
3. Resource persons for Seminars/Webinars
4. Update on M.Arch admission.
5. Any other item with the permission of chair

The following points were discussed during meeting:

| Sr. No. | Description  | Decisions /Suggestions by             | Action to be taken by | Remarks              |
|---------|--|---------------------------------------|-----------------------|----------------------|
| 1.      | Welcome address by Principal   | Ar. Rita Nayak                        | NA                    | Appreciated          |
| 2.      | The issues faced by students due to online teaching were discussed and also the gaps in communication and teaching methods were noted. Exam protocol as suggested by university was discussed and debated. At the end it was resolved that the benefit of the doubt be given to the student. | Ar. Rita Nayak                        | NA                    | Appreciated          |
| 3       | The review of the IDC and IDRC was done which was conducted online on Teams portal. The shortcomings due to Covid were elaborated.   | Ar. Rasika Chodankar<br>Ar Swati Ray  | To be decided         | Appreciated          |
| 4       | Academic calendar for the year 2021-22 was discussed in lieu of shortcomings due to Covid uncertainties. Events, activities and the opportunity to have foreign speakers for seminars online was discussed and names suggested.  | Ar Urvashi Purohit<br>Ar. Varsha Swar | NA                    | Suggestions received |
| 5       | All the processes related to M.Arch were reviewed and discussed in length. The inquires seemed positive for a good round of admission from the internal staff itself to upgrade themselves.  | Ar. Rita Nayak                        | NA                    | Appreciated          |
| 6       | The proposal to have a gender policy for gender sensitisation and the same was discussed. It was discussed to rope in consultant Ms Rashmi Joshi considering her expertise as well as her forth coming nature considering her requirement for other green initiatives as well.               | Ar. Rasika Chodankar                  | NA                    | Appreciated          |

ACA/ST/FMO

Issue No. 01

Revision No. 00

Issue Date:

|   |  |                      |               |    |
|---|--|----------------------|---------------|----|
| 7 | The data for the AGM meeting and the format to be adopted for the same was also discussed as a couple of members also part of the AAC/AGM. | Ar. Rita Nayak       | NA            | NA |
| 8 | Next date of meeting will be decided by the Principal, and will be conveyed by the IQAC coordinator  | Ar. Rasika Chodankar | To be decided | NA |
| 9 | Meeting ended with Vote of Thanks by Ar. Rasika Chodankar to Chair & all the members   | Ar. Rasika Chodankar | NA            | NA |

End of report.



Prepared by  
Assistant Prof.  
Ar. Varsha Swar



Checked by  
IQAC Co-ordinator  
Ar. Rasika Chodankar



Principal  
Ar. Rita Nayak