Ref no :

Date: 10.08.2020

IQAC MEETING NOTICE

This is to inform all the IQAC committee members that there will be the **First IQAC Meeting** at our institute on **Wednesday dated: 12.08.2020 at 1:00 PM** at the **IQAC office**. All members are requested to attend the above meeting.

Agenda for the meeting is as given below:

1. Review on formation of IQAC committee for the institute.
2. Review on Extension Activity under Institutional Social Responsibility and Activity Taken (Donation given for COVID-19)
3. Conducting review on College NewsLetter and forwarding it to CDC
4. Review on CO-PO statement of each course and its approval
5. Planning for organizing online Architectural Quiz and Webinars.
6. Development of the process for performance appraisal and forward it to HR-PCET,
7. Conducting review on digitization of Academic records, Teaching material.

Prof. Shirish J. Morey
(IQAC Coordinator)

Copy to:

All IQAC committee members.

S.B. Patil College of Architecture & Design
Nigdi, Pradhikaran, Pune - 44.
S.B. Patil College of Architecture & Design * Nigdi, Pune-44 *

Ref no:

Date: 12.08.2020

Meeting No: SBPCOAD/NAAC/IQAC/08/2020

Minutes of Meeting of IQAC (Internal Quality Assurance)

A meeting of IQAC of S.B. Patil College of Architecture & Design was conducted on 12/08/2020 at 1:00pm.

Following Members of the IQAC were present for the meeting.

1. Dr. Mahendra Sonawane, Principal SBPCOAD, Chairman of IQAC.
2. Dr. Girish Desai, Executive Director PCET, Management member of IQAC.
3. Ar. Prashant Deshmukh, Industrialist, Member of IQAC.
4. Ar. Mahesh Nampurkar, Employer Member of IQAC
5. Ar. Ram Shinde, Local Society Member of IQAC.
6. Ar. Rujuta Pathak, Faculty, Stakeholder, Faculty Member of IQAC.
7. Ar. Shilpa Patil, Associate Professor and Member of IQAC.
8. Ar. Ajay Harale, Associate Professor and Member of IQAC.
9. Ar. Supriya Sawant, Assistant Professor and Member of IQAC.
10. Mr. Laxman Torgale, Office Superintendent, and Member of IQAC.
11. Mr. Kisan Kale, Account Assistant, and Member of IQAC.
12. Ar. Akash Shinde, Alumni and Member of IQAC.
13. Mr. Nishid Undre, Student and Member of IQAC.
14. Ar. Shirish Morey, Professor and IQAC Coordinator.

Ar. Shirish Morey, IQAC Coordinator requested the Hon'ble Chairman and the Member to permit him to take up the items as per the agenda. The Chairman permitted him to do so.

S. B. Patil College of Architecture & Design Nigdi, Pradhikaran, Pune - 44.

Following items as per agenda were discussed during the meeting:-

Sr.No	Agenda point	Discussion on Agenda.	Action/Decision Taken
01	Review on communicating approval of IQAC committee.	Discussion on scope of IQAC in the overall College Development.	-
02	Review on Extension activity under Institutional Social Responsibility.	To conduct a social activity in the Institute or be a part of Social activity or Responsibility.	Donation to be given by Institute for Covid Relief Fund, Govt. of Maharashtra.
03	Conducting review on College Newsletter and forwarding it to CDC.	Discussion related to the contents provided in the Newsletter and also related to its distribution.	News letter forwarded to CDC for further review and approval
04	Review on CO-PO Statement of each course and its approval.	Discussion on the CO-PO statements prepared by faculties for all subjects for 1st year to 5th year.	Format for CO-PO is shared with all the subject faculties and it is implemented as suggested.
05	Planning for organizing online Architectural Quiz and Webinars.	Considering the Pandemic situation discussion was done for conducting online activities for students and in general.	Planning for various online activities like Architectural Quiz, Webinars of Practicing and renowned Personalities in the field of Architecture are to be taken up
06	Development of the process for Performance Appraisal and forward it to HR-PCET.	Discussion on the criterias of the Annual performance appraisal and information to be filled by faculties.	Format for performance appraisal is now approved with few changes.
07	Conducting review on Digitization of Academic Records, Teaching Material.	Discussion on creating a knowledge bank related to the teaching material for both the terms in soft and hard copy format.	Instructions to be given to faculties to submit their subject related data in soft and hard copy formats.

It was approved by the Hon'ble Members of the IQAC.

Prof. Shirish J. Morey
(IQAC Coordinator)

Dr. Mahendra H. Sonawane
Principal-SBPCOAD

S. B. Patil College of Architecture & Design * Nigdi, Pune-44 * Nigdi, Pradhikaran, Pune - 44.

Meeting Attended by:
All IQAC committee members.