

Date: 05 July 2018

**NOTICE**

A meeting of the members of the IQAC will be held on

12 July 2018 at 3.00 pm, at the conference room to discuss the following agenda:

**Agenda:**

1. To review the functioning of the IQAC formed in the previous year.
2. To review the initiatives taken by the IQAC so far.
3. To discuss the activities for 2018-19

Prof. (Dr.) Arif Merchant  
Principal  
Chairperson, IQAC



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### Minutes of the Meeting 1(2018-19)

Thursday, 12 July 2018, 3.00 pm to 4.00 pm

Venue: Conference Room of the college

#### Agenda:

1. To review the functioning of the IQAC formed in the previous year.
2. To review the initiatives taken by the IQAC so far.
3. To discuss the activities for 2018-19

#### Report

1. The meeting was chaired by Principal Dr. Arif Merchant who welcomed the members to the meeting.
2. Prof. Smita Dalvi and Prof. Preeti Pansare summarised the initiatives of the IQAC after its inception in April 2017 as follows.

#### A. Formulating/ Streamlining of certain academic activities:

- Teaching plans (collected of last 5 academic years) and course reports
- Monthly attendance and progressive grading out of 10- collected and displayed
- Students' feedback on teaching collected
- Self-appraisal- Faculty Data Sheets (data collected from 2013 onwards)
- Standard format for event reporting was created. (Reports of students council and Anubhuti were compiled by respective co-ordinators)
- Mentorship program for the 1<sup>st</sup> Year Students
- Beginning and End of Term faculty Workshops to enhance vertical integration
- Reconfiguring and restructuring of Allied Design, Electives and College Projects through all the semesters.

#### B. Initiatives in the academic calendar of the college:

- Revival of Orientation Programme for 1st year students
- Revival of Kinaesthesia: Student Council Workshop Event
- Newsletter- PiCAGRAM – every semester
- Faculty Development Program: COA affiliated program for faculties from all colleges.
- Guidance for Internship for 4<sup>th</sup> year students
- Placement Day (Proposed in April End)
- Activities in Women Development Cell in collaboration with MES
- Celebration of World Environment Day (in collaboration with SIBC)  
- (More days to be observed)  
• (Yoga Day and Marathi Divas are already being observed)
- Staff welfare- lecture on financial planning was held on 03 May
- Introduction of Value Added courses

3. The following suggestions were made to further streamline the academic process

- Communication of course plans for better horizontal integration
- Formulating, communicating and measuring Learning Outcomes
- Regular design reviews to monitor the performance of design studios
- Creation of Design Archive
- Streamlining mentorship programme- extending it to other years
- Remedial coaching for ATKT students
- Faculty and Student seminars
- Observation of days other than mandated by the University
- Releasing of the annual student magazine VOX
- Medical Camp for staff welfare
- College level awards for teachers

4. The meeting ended by the IQAC co-ordinator thanking the members.

**Mahatma Education Society's  
PILLAI COLLEGE OF ARCHITECTURE, NEW PANVEL  
Internal Quality Assurance Cell**

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Date: 15 March 2019

**NOTICE**

A meeting of the members of the IQAC of Pillai College of Architecture will be held on 22 March 2019 at 3.00 p.m. in the Conference room of Pillai College of Architecture, New Panvel, where you are requested to remain present.

**Agenda:**

1. To review the functioning of the IQAC formed in the previous year.
2. To review the initiatives taken by the IQAC so far.
3. To discuss the preparation for the upcoming COA inspection.

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**Prof. (Dr.) Arif Merchant  
Principal**



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Mahatma Education Society's  
IQAC of Pillai College of Architecture, New Panvel

**Minutes of the Meeting 2 (2018-19)**

Friday, 22 March 2019, 3.00 pm to 4.00 pm  
Venue: Conference Room of the college

Agenda:

1. To review the functioning of the IQAC formed in the previous meeting.
2. To review the initiatives taken by the IQAC so far.
3. To discuss the Preparation for the upcoming COA inspection

Report

1. The meeting was chaired by Principal Dr. Arif Merchant who welcomed the members to the meeting.
2. Prof. Smita Dalvi and Prof. Preeti Pansare summarised the initiatives of the IQAC in the year 2018-19.

**New Initiatives Taken in AY 2018-19 (As of May 2019)**

- 5 -day Value Added Courses were conducted (9 workshops) in collaboration with the Alumni Association
  - Alumni Day was observed on 23/06/18 to mark the silver jubilee of the college. - Alumni exhibition was displayed and compiled into a book form by the alumni association
  - World Architecture day was observed in the first week of October, World Heritage week was observed in November.
  - Winter School Programme was initiated with holding a design workshop in the studio of Architect Gerard D'Cunha at Goa.
  - Design reviews were conducted by the Design Chair at regular intervals. - Design Archive was put in place and student projects were begun to be uploaded. - Course plans were uploaded by faculty members on faculty portal for easy referencing and archiving to achieve horizontal integration.
3. Principal Dr. Arif Merchant gave a briefing on preparations for the impending Council of Architecture inspection on 29 and 30 March. The members discussed the ideas about exhibiting the student work in the best possible way. It was decided to exhibit the work year-wise in respective studios and exhibit the works like models in respective labs and workshops.

4. The meeting ended with IQAC co-ordinator thanking the members present.

Minutes of the Meeting, 2 (2017-18)

Date: 22 March 2018, 3:30 pm to 4:30 pm

Place: Conference Room, 1st Floor

Agenda

1. Presentation of the report of the IQAC, prepared in the previous meeting
2. Approval of the minutes of the meeting held on 22/03/18
3. Any other business arising from the meeting, if any.

Present

1. The meeting was attended by Professor Dr. A. J. M. M. and Professor Dr. M. M. M. and the members of the IQAC.

2. The report of the meeting held on 22/03/18 was presented to the members of the IQAC by Professor Dr. A. J. M. M.

Department of Design, 2017-18 (Page 2 of 2)

The meeting was held in the presence of the members of the IQAC and the members of the Department of Design.

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