

## MINUTES OF THE MEETING

<b>Topic</b>	IQAC Meeting
<b>Venue</b>	SMEF's Brick School of Architecture
<b>Date</b>	<b>10<sup>th</sup> December 2017</b>
<b>Time</b>	12.00 pm onward
<b>Called by</b>	Poorva Keskar
<b>Chaired</b>	Poorva Keskar (Chairperson)
<b>Present</b>	Pooja Misal, Poorva Keskar, Manali Deshmukh, Shraddha Manjrekar, Abhang Kamble , Divya Mallavarapu , Sharduli Joshi, Sanket Jahagirdar, Rupali Dhanwade, Chaitanya Gokhale, Vishaws Kulkarni, Vijay Sane Swati Vaidya, Shruti Nigudkar

### Minutes:

Chairperson Poorva Keskar occupied the chair and welcomed all the members for the very 1<sup>st</sup> meeting of the committee and the following business was transacted under her Chairmanship.

#### 1) 12 on 12 Event and Design mela

It was decided to conduct 12 on 12 event in the month of June like every year. The event aims at presenting the best architectural design projects from 1st to 4th year B.ARCH course. For this event it was decided to invite parents, professionals and guests. Hence for their convenience it has been decided to conduct the event in an auditorium located in central place of the city. It was also decided to conduct the various workshops like campus design, vertical studio workshop in the same week. The responsibility for deciding the place and chief guest is given to academic coordination committee.

#### 2) Faculty Enrichment Workshop at Sangath, Ahmedabad

The committee decided to send some of the faculty members to attend faculty enrichment workshop conducted by B.V. Doshi at Sangath, Ahmedabad in January 2018. This program will include brainstorming sessions to understand the challenges of teaching and learning and making faculty more enabled by enriching pedagogical approach. It also includes visits to places of architectural importance in Ahmedabad and broadening the perspective of looking at the places and experiential quality of architecture. This decision will be conveyed to CDC Pooja Misal.

#### 3) Synthesis

Committee members decided to invite external professional architects as jurors to assess the thesis done by final year students. It was decided to hold the event in the month of March 2018. The committee decided to name the event as a Synthesis.

#### 4) COA Teacher Training Program

As informed by CDC the Institution is participating in Council of Architecture's Teachers Training Program conducted by Council of Architectures in collaboration with the Architectural colleges in India. The Institute has paid Rs. 10000/- each for 4 nos. of faculty for this academic year and will continue to pay in future. The Committee took a note of the same.

### **5) Review of academic result**

Exam Coordinator Manali Deshmukh read and explained the summary of exam result of April examination for academic year 2016-17. Committee discussed and found that overall results are satisfactory as compared to the last year.

### **6) Internal Audit**

Pooja Misal informed that during the course of statutory audit for the financial year 2017-18, the institute felt the need for a good internal audit system for timely rectification of errors. Hence the Institute has appointed MJS & co, Chartered Accountants as the internal auditors from the financial year 2018-19. The committee noted the decision.

Vote of thanks was given by Poorva Keskar and concluded the meeting.



Ar. Poorva Keskar  
Chairperson

## MINUTES OF THE MEETING

<b>Topic</b>	IQAC Meeting
<b>Venue</b>	SMEF's Brick School of Architecture
<b>Date</b>	<b>Friday 8<sup>th</sup> June 2018</b>
<b>Time</b>	12.00 pm onward
<b>Called by</b>	Poorva Keskar
<b>Chaired</b>	Poorva Keskar (Chairperson)
<b>Present</b>	Pooja Misal, Poorva Keskar, Manali Deshmukh, Shraddha Manjrekar, Abhang Kamble , Divya Mallavarapu , Sharduli Joshi, Sanket Jahagirdar, Rupali Dhanwade, Chaitanya Gokhale, Vishaws Kulkarni, Swati Vaidya, Shruti Nigudkar

### Minutes:

Chairperson Poorva Keskar occupied the chair and the following business was transacted under her Chairmanship

#### 1) Minutes of 29<sup>th</sup> December 2017

The minutes of previous meeting held on 29<sup>th</sup> December 2017 were read and confirmed.

#### 2) Appointment of Counselor

The committee discussed the psychological problems faced by students due to academic work stress and personal reasons. To address these issues, the committee decided to appoint a counselor. The counselor will help students and faculty to deal with difficult emotions, mental health disorders and trauma arising due to academic work stress and/or any other personal reason. Further the counselor should give valuable assistance to students and faculty, helping them with their academic goals, and with their social and personal development.

#### 3) Research & Travel Grant

The committee discussed the purposes of Research grant and travel grant which is to inculcate the research attitude among the students from undergraduate level and travel grant to see and experience architecture, landscapes and cultures firsthand respectively.

Every year Satish Misal Educational Foundation issues two grants for the students who are curious to learn and explore. Two winning proposals will get grant of INR 15000/- for completion of the proposed travel or research.

Declaration of grant recipients and presentation of work from earlier grant recipients will be done on 22<sup>nd</sup> August 2018 which is the foundation day of the Institute.

#### 4) Settlement study Tour

For Academic year 2018-19, the committee decided to conduct settlement study of 1<sup>st</sup> and second year students. The responsibility of deciding places of settlement study was given to Academic Coordination committee.

### **5) Students feedback**

Feedback forms were collected from students to assess the faculty performance. Based on the feedback received, the Principal interacted with faculty during one to one feedback session. Also the issues were discussed in the ACC meeting held in April and necessary changes in the time table were implemented. The committee discussed the highlights of the feedback and noted the changes in time table.

### **6) Workshop and guest lecturers for A.Y. 2018-19**

The committee discussed and decided to conduct various workshops and guest lectures for quality improvement of students and faculty in accordance with the budget approved by College Development Committee. Also training programs for faculty by senior experts in the field of architecture, education and practice to be conducted. In this regards committee informed that Poorva Keskar will be given rights to decide the nature and scope of the workshops/guest lectures to be conducted in A.Y. 2018-19.

### **7) Thesis Publication**

The committee decided to publish every year thesis work done by students in their final year in a book format and the publication will be known as synthesis. The copies of the book will be placed in Library for students reference.

### **8) Addition of New members**

As per IQAC constitutional requirement it is necessary to include alumni of the Institute as an IQAC committee member. The committee unanimously decided to appoint Ar. Ishan Keskar and Ar. Bhairumal Sutar as Alumni nominees.

### **9) Brick Work A.Y. 2018-19**

The members discussed the nature and scope of Annual Brick fest to be conducted in December 2018. Members discussed the details of various workshops to be conducted. It was decided to give responsibility to finalize the workshop and experts to ACC.

### **10) Certificate Course**

There are various workshops are conducted during Brickfest every year. The committee decided to transform these workshops into the certificate course.

### **11) Review of academic result**

Exam Coordinator Shraddha Manjrekar read and explained the summary of exam result of April examination for academic year 2017-18. Committee discussed and found that overall results are satisfactory as compared to the last year.

### **12) Feedback on syllabus**

It was decided that ACC will collect feedback on the existing syllabus from faculty and it will be communicated to Board of Studies of Savitribai Phule Pune University for further action.

### 13) Research Paper from Faculty

It was decided that in this academic year faculty to be encouraged to write research paper.

Vote of thanks was given by Poorva Keskar and concluded the meeting.



Ar. Poorva Keskar  
Chairperson

## MINUTES OF THE MEETING

<b>Topic</b>	IQAC Meeting
<b>Venue</b>	SMEF's Brick School of Architecture
<b>Date</b>	<b>Monday 10<sup>th</sup> December 2018</b>
<b>Time</b>	12.00 pm onward
<b>Called by</b>	Poorva Keskar
<b>Chaired</b>	Poorva Keskar (Chairperson)
<b>Present</b>	Pooja Misal, Poorva Keskar, Manali Deshmukh, Shraddha Manjrekar, Divya Mallavarapu , Sharduli Joshi, Sanket Jahagirdar, Rupali Dhanwade, Chaitanya Gokhale, Vishaws Kulkarni, Vijay Sane, Swati Vaidya, Ishan Keskar, Bhairumal Sutar

### Minutes:

Chairperson Poorva Keskar occupied the chair and the following business was transacted under her Chairmanship

#### 1) Minutes of 8<sup>th</sup> June 2018

The minutes of previous meeting held on 8<sup>th</sup> June 2018 were read and confirmed.

#### 2) Appointment of Counselor

As per decision taken in last meeting dated 8<sup>th</sup> June 2018, Poorva Keskar informed that the Institute has appointed Ms. Shweta Joshi as a counselor to address the issues of students and faculty.

#### 3) Setting of permanent Exhibition Room

The College Development Committee (CDC) conveyed its decision for setting up of permanent exhibition room for displaying students' excellent work. The decision was discussed thoroughly in view of budget approved by CDC. The committee also decided the place for setting up of permanent exhibition room. Further it was also decided to inform purchase committee to invite quotations for the same.

#### 4) 12 on 12 Event

It was decided to conduct 12 on 12 event in the month of June like every year. The event aims at presenting the best architectural design projects from 1st to 4th year B.ARCH and interior design projects by our Interior design students (RDID). For this event it was decided to invite parents, professionals and guests. Hence for their convenience it has been decided to conduct the event in an auditorium located in central place of the city. The responsibility for deciding the place and chief guest is given to academic coordination committee

#### 5) Synthesis

Committee members decided to invite external professional architects as jurors to assess the thesis done by final year students like last year for synthesis. It was decided to hold the event in the month of March 2019.

## **6) Procuring ERP Software**

The committee decided to procure a customized ERP system to provides easy and quick access to information about students, staff, timetables, examinations, admissions, fees, reporting ,etc. This helps the management to consider and analyze various aspects of the institution faster, leading to growth in planning capabilities.

## **7) Internship facilitation cell**

The Internship cell activities were reviewed and satisfaction was expressed in this regard. Further the cell should explore opportunities outside India for student internship and placement of students in reputed offices in India.

Vote of thanks was given by Poorva Keskar and concluded the meeting.



Ar. Poorva Keskar  
Chairperson


**MINUTES OF THE MEETING**

<b>Topic</b>	IQAC Meeting
<b>Venue</b>	SMEF's Brick School of Architecture
<b>Date</b>	<b>Thursday, 6<sup>th</sup> June 2019</b>
<b>Time</b>	12.00 pm onward
<b>Called by</b>	Poorva Keskar
<b>Chaired</b>	Poorva Keskar (Chairperson)
<b>Present</b>	Pooja Misal, Poorva Keskar, Manali Deshmukh, Shraddha Manjrekar, Abhang Kamble , Divya Mallavarapu , Sharduli Joshi, Sanket Jahagirdar, Rupali Dhanwade, Chaitanya Gokhale, Vishaws Kulkarni, Swati Vaidya, Shruti Nigudkar, Ishan Keskar, Bhairumal Sutar

**Minutes:**

Chairperson Poorva Keskar occupied the chair and the following business was transacted under her Chairmanship

**1) Minutes of 10<sup>th</sup> December 2018**

The minutes of previous meeting held on 10<sup>th</sup> December 2018 were read and confirmed

**2) New Syllabus pattern 2019.**

Committee discussed about new syllabus pattern for B.Arch 2019 by Savitribai Phule Pune University, in this regard committee decided that concerned subject faculty will attend the subject meeting in other architectural colleges under Pune University. Poorva Keskar/Manali Deshmukh will share the details with the faculty.

**3) Post Graduation Cell**

The committee decided to start PG cell in Brick .The intent of the cell is to facilitate the students with guidance about the various options of higher studies after B.Arch. One of the initiative in this regard is to prepare them for the Competitive Examinations like GATE,GRE,TOEFL,IELTS etc, that are required for higher studies in India and abroad.

**4) Certificate Courses**

Last year committee took the decision to transform workshops which are conducted during Brickfest every year into the certificate course. The decision was huge success hence committee decided to continue the decision of conducting certificate course during Brickfest every year.

**5) Ad-hoc Teacher Approval**

The committee members reviewed the University interview process conducted in April 2019. It is also noted that as the required no of faculty were not selected from this process, advertisement was published in newspapers on 3<sup>rd</sup> May 2019 for 1 year faculty approval as per SPPU norms.



## **6) Settlement Study**

For Academic year 2019-20, the committee decided that settlement study for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year students will be conducted in a same district but at different places as per students' syllabus demands. It was also decided to publish a book on students documentation based on settlement study. The responsibility of deciding place of settlement study and publishing of book was given to Academic Coordination committee.

## **7) Research & Travel Grant**

Like every year the committee decided to issue two grants for the students who are curious to learn and explore, under the title of Travel Grant and Research Grant. The committee decided to call for proposal from students and two winning proposals will get grant of INR 15000/- for completion of the proposed travel or research. It was also decided that the faculty should encourage students to write research paper.

Declaration of grant recipients and presentation of work from earlier grant recipients will be done on 22<sup>nd</sup> August 2019 which is the foundation day of the Institute

## **8) Workshop and guest lecturers for A.Y. 2019-20**

The committee discussed and decided to conduct various workshops and guest lecture for quality improvement of students and faculty in accordance with the budget approved by College Development Committee. In this regards committee informed that Poorva Keskar will be given rights to decide the nature and scope of the workshops/guest lecturers to be conducted in A.Y. 2019-20.

## **9) Brick Works for A.Y. 2019-20**

The members discussed the nature and scope of Annual Brick fest to be conducted in December 2018. Members discussed the details of various workshops and courses to be conducted. It was decided to give responsibility to finalize the workshop and courses experts to ACC.

## **10) Addition of New members**

As per IQAC constitutional requirement the committee unanimously decided to appoint Dr. Vaidehi lavand and Ar. Sudhir Deshpande as the faculty members and Mr. Amol Umbarje as a Local Representative in IQAC committee.

## **11) Students feedback**

The committee discussed the highlights of the feedback and noted the changes in time table received from students and discussion of Poorva Keskar and Manali Deshmukh with faculty.

## **12) B- Radicl**

The committee decided that B-Radicl should take up the community engagement project . Vote of thanks was given by Poorva Keskar and concluded the meeting.



Dr. Poorva Keskar  
Chairperson



## MINUTES OF THE MEETING

<b>Topic</b>	IQAC Meeting
<b>Venue</b>	SMEF's Brick School of Architecture
<b>Date</b>	<b>Friday 6<sup>th</sup> December 2019</b>
<b>Time</b>	12.00 pm onward
<b>Called by</b>	Poorva Keskar
<b>Chaired</b>	Poorva Keskar (Chairperson)
<b>Present</b>	Pooja Misal, Poorva Keskar, Manali Deshmukh, Shraddha Manjrekar, Abhang Kamble , Divya Mallavarapu , Sharduli Joshi, Sanket Jahagirdar, Chaitanya Gokhale, Vishaws Kulkarni, Swati Vaidya, Vijay Sane, Shruti Nigudkar, Ishan Keskar, Vaidehi Lavand, Sudhir Deshpande, Amol Umbarje

### Minutes:

Chairperson Poorva Keskar occupied the chair and the following business was transacted under her Chairmanship

#### 1) Minutes of 6<sup>th</sup> June 2019

The minutes of previous meeting held on 6<sup>th</sup> June 2019 were read and confirmed

#### 2) Registration of Alumni Association

Creating an engaged, supportive alumni network is crucial to an institution's success. Alumni can play an active role in voluntary programs like mentoring students in their areas of expertise. Alumni can get in touch with students and share their expertise and best practices in a given field. Hence to provide legal status to Brick Alumni it was decided to register Alumni Association with appropriate government authority. The responsibility of alumni registration is given to Ar. Gargi Bachal, a faculty member of the Institute.

#### 3) Synthesis 2020

Committee members decided to invite external professional architects as jurors to assess the thesis done by final year students like last year for synthesis. It was decided to hold the event in the month of February 2020.

#### 4) 12 on 12 Event

It was decided to conduct 12 on 12 event in the month of June like every year. The event aims at presenting the best architectural design projects from 1st to 4th year B.ARCH and interior design projects by our Interior design students (RDID). For this event it was decided to invite parents, professionals and guests.

#### 5) Collaborations

The committee felt the need to explore opportunities for collaboration with Educational Institutes/Industries to get more exposure to students and faculty.

## **6) Appointment of Design chair of the Institute**

The Institute has appointed Ar. Dean D'cruz as a design chair to provide academic leadership for the Design Lab at Brick and for working collaboratively with the faculty and management of the institute. The committee took a note of the same.

## **7) Workshop by Master Architect Jimmy Lim from Malaysia**

The committee discussed the success of the workshop “ Taking Advantage of Disadvantage to celebrate a surprise” conducted by Master Architect Jimmy Lim from Malaysia in Brick on 3<sup>rd</sup> & 4<sup>th</sup> September 2019.

Vote of thanks was given by Poorva Keskar and concluded the meeting.



Dr. Poorva Keskar  
Chairperson

**MINUTES OF THE MEETING**

<b>Topic</b>	IQAC Meeting
<b>Venue</b>	SMEF's Brick School of Architecture
<b>Date</b>	<b>Saturday 13<sup>th</sup> June 2020</b>
<b>Time</b>	13.30 pm onward
<b>Called by</b>	Poorva Keskar
<b>Chaired</b>	Poorva Keskar (Chairperson)
<b>Present</b>	Pooja Misal, Poorva Keskar, Manali Deshmukh, Shraddha Manjrekar, Abhang Kamble , Sharduli Joshi, Sanket Jahagirdar, Rupali Dhanwade, Chaitanya Gokhale, Vishaws Kulkarni, Swati Vaidya, Vijay Sane, Shruti Nigudkar, Bhairumal Sutar, Vaidehi Lavand, Sudhir Deshpande, Amol Umbarje

**Minutes:**

1. The minutes of previous meeting held on 6<sup>th</sup> December 2019 were read and confirmed
2. In the view of pandemic situations of COVID 19, the academic committee was asked to explore various mediums to continue the teaching learning process. It was discussed to upgrade on the digital technology with the necessary software's to meet the studio need and equipping the students well for the industry.
3. The academic schedule has not been declared by the university, however through online medium the Brick Faculty can deliver session on the allied areas related to design, architecture, history and heritage, technologies or urban design. These sessions will open up students to interact with the faculty and will also encourage faculty for researching in their own areas of interest. As this is going to be a medium of connection- Dr. Poorva Keskar suggested name of '**Brick Web**' to this. It was suggested to have maximum 2 such sessions in a week, till the time university gives formal approval to start with the academic schedule.
4. Looking at the pandemic situation and taking it as an opportunity to organize the interactions with international contacts of the faculty- an idea of online seminars was discussed. The title of "**Brick Conversation**" was suggested by Pooja Misal.
5. '**Brick 12 on 12**' which is an annual event can happen on online platform. It is decided to telecast it on institute's facebook page to get wider range of audience.
6. Faculty to develop the skills required for preparation of readers for the respective subjects during this period. Academic committee will insist the faculty to work on academic enrichment, attending online seminars and conferences. Academic committee had suggested a number of platforms including COA social.
7. The idea of **forming an advisory board** of experts from the industry for enhancing the strategic development of the teaching learning processes was discussed and the senior colleagues were

8. **Regarding collaborations-** Professor Robbert Fleming of Thomas Jefferson university, United States is a good contact of the institute, and we have his association since year 2015. This association should be taken ahead in terms of collaborations and possibility should be explored to have joint studios or exchange programs with them.
9. Dr. Poorva Keskar had brought up the idea of **Solar Decathlon**. Solar Decathlon India is conducted by the Indian Institute for Human Settlements (IIHS) and the Alliance for an Energy Efficiency Economy (AEEE) under the aegis of the Indo-US Science and Technology Forum (IUSSTF). This is an international competition on Net Zero Energy design of buildings. As this has requirement of insensitive work, and prolonged involvement, the committee decided to have it as elective for fourth year, where students can spend a dedicated time on it without compromising on academics.
10. The committee initiated the idea of starting the masters course in the institute. The academic committee was suggested to explore the niche areas that can be thought of with the current capacity of institute and faculty. Admin was suggested to explore the administrative requirements and formalities required for the same.
11. The research and travel grant of this year will be continued, however looking at the restriction on travelling, two research grants will be announced this year.

Shraddha Manjrekar closed the meeting with a vote of thanks.



Dr. Poorva Keskar  
Chairperson

**MINUTES OF THE MEETING**

<b>Topic</b>	IQAC Meeting
<b>Venue</b>	SMEF's Brick School of Architecture
<b>Date</b>	<b>Saturday 12<sup>th</sup> December 2020</b>
<b>Time</b>	13.30 pm onward
<b>Called by</b>	Poorva Keskar
<b>Chaired</b>	Poorva Keskar (Chairperson)
<b>Present</b>	Pooja Misal, Poorva Keskar, Manali Deshmukh, Shraddha Manjrekar, Abhang Kamble, Divya Mallavarapu, Sharduli Joshi, Sanket Jahagirdar, Rupali Dhanwade, Chaitanya Gokhale, Vishaws Kulkarni, Swati Vaidya, Vijay Sane, Shruti Nigudkar, Ishan Keskar, Bhairumal Sutar, Vaidehi Lavand, Sudhir Deshpande, Amol Umbarje

Minutes:

1. The minutes of previous meeting held on 13<sup>th</sup> June 2020 were read and confirmed
2. **Evolving systems and process to monitor and enhance teaching learning process-** In the view of pandemic situations of COVID 19, the "Blended teaching Learning" was given emphasis and it was suggested to prepare and use the 15 minutes pre-recorded lectures of the theory subjects. There is possibility that students may miss out the lectures because of network issues or some other problem. In these cases, these videos can be watched by the students at any time.
3. **Faculty competency building-** Faculty to develop the skills required for preparation of e-content, in terms of converting the lectures in videos, preparation of curated videos, insertion of exercises and assignments in these videos etc.
4. **Strengthening collaborations-** In order to increase the collaborations with the global institutes, the institute shall host an international conference on art, culture and architecture and related fields. Brick Conversations that have been initiated since June 2020 should include the expert talks from people working on Global platforms.
5. **Extension programs in allied disciplines-** Background work on various masters programs was reviewed and also the administrative requirements were checked. Various options on the courses Project management, construction technologies, etc. were explored. Also it was studied that where the institute can innovate in designing the courses which are unique and applicable to the present context. During this period, it was learnt that NAAC approval is mandatory for addition of courses in the institute. Hence the committee members suggested it as a priority for the next academic term. All the background work to be ready by May 2021, so that the processes can be faster after NAAC approval.
6. **Enhancing Research capabilities-** Ideas for centers of excellence were discussed. It was decided that all faculty's areas of expertise to be categorized in four major categories and groups to be prepared for these specialized areas. The main suggestions for categories that had come out of

this meeting were- Sustainable built environment, Innovative technologies in architecture, History of architecture, heritage and conservation, Urban design etc.

The research cell of Brick was suggested to explore the funded research projects and suggest the faculty to apply for such research projects.

**7. Community engagement projects-** Institute should work more on community engagement projects by increasing participation of the students or/and faculty in the architectural competitions related to societal concern projects. Every year students participate in architectural competitions. This year onward 2-3 competitions that involve community participation should be explored.

**8. Developing Infrastructure-** It was informed that Institutes LAN work was done for delivery of online lectures. At present there is wi-fi connectivity in campus, in addition to this the LAN was connected in the studios. IQAC ratifies this.

In view of safety and security in campus, it had come from College Development Committee that CCTV camera to be installed at certain locations. IQAC took note of it.

10. As Sanket Jahagirdar is resigning from the Institute, hence he will be no longer part of this committee. The members took a note for the same

Shraddha Manjrekar closed the meeting with a vote of thanks.



Dr. Poorva Keskar  
(Chairperson)