

**SMEF's BRICK Group of Institutes, Pune  
 BRICK School of Architecture**

**MINUTES OF THE MEETING**

<b>Topic</b>	IQAC meeting
<b>Venue</b>	Google meet
<b>Date</b>	<b>Friday, June 12th , 2021</b>
<b>Time</b>	15.30 hrs onward
<b>Called by</b>	Shraddha Manjrekar (IQAC co-coordinator)
<b>Chaired</b>	Poorva Keskar (Principal)
<b>Present</b>	Poorva Keskar, Pooja Misal, Shraddha Manjrekar, Manali Deshmukh, Sudhir Deshpande, Vaidehi Lavand, Abhang Kamble, Divya M, Sharduli Joshi, Chandan Chougule, Chaitanya Gokhale, Bhairumal Sutar , Ishan Keskar, Ar. Vishwas Kulkarni , , Ar. Swati Vaidya , Shruti Nigudkar

**Minutes:**

Online meeting of IQAC was conducted on google meet platform.

1. The minutes of previous meeting held on 12th December 2020 were read and confirmed.
2. The works done in line with IQAC strategy plan between December 2020 and June 2021 were revisited and following major updates were penned down.
3. Dr. Poorva Keskar welcomed the new IQAC member Chandan Chougule. He has joined the institute.

**1. Academic administration**

- a. During the period of lockdown, the online meetings of faculty were carried out on every Monday on ZOOM platform.
- b. The online assessment of the sessional works was done.
- c. The teaching was resumed in on-line mode and academic calendar was made accordingly for two semesters of academic year 2020-21 in line with the calendar given by SPPU (Savitribai Phule Pune University)
- d. The mentoring sessions with the counsellor Ms. Shweta Joshi are going on, but these need to be more regularized by conducting regular sessions with all the batches in a scheduled time-table. Manali to look into this matter and design a schedule accordingly.
- e. **Advisory Board-** The formal advisory board should be in place by December 2021. For that all the members of academic committee need to explore and suggest 4 names of the industrial experts, academic experts or administrative or corporate officers.

**2. Enhancing Researching capabilities - Centres of excellence**

Vaidehi Lavand gave a presentation on centres of excellence. Following are the highlights of the same

- a. The four centres of excellence are – **Energy, Environment and Sustainability** (to be led by Poorva maam), **Urban Design and Urban and Rural Planning** (to be jointly led by Shraddha M. and Manali), **Innovations in Design and Technology** (to be jointly led by Sudhir and Manali), and **Critical Thinking and theories in Architecture** (to be led by Vaidehi)
- b. Vaidehi will monitor the activities happening in these centres. All the centres will give an update report to her.
- c. These centres would include faculty groups. These groups will be active throughout the year and will develop subject knowledge, by reading literature, suggesting books to be bought in the library, attending conferences, and training programs, involving students

- in activities like campaign, competitions, etc., addressing the social commitments, keep on researching, collaborating with other organizations, and also arranging interactions with industrial experts.
- d. The activities under these centres were decided. These are- designing a patent once in 10 years, organizing a conference once in 3 years, publishing one paper in a peer-reviewed journal, attending 2 conferences, and developing expertise to conduct a short term course/ workshop in the related subject once in 1 year, and publishing a newspaper article, and organizing a seminar once in a semester.
  - e. Regarding short term courses under the Centres of excellence, Poorva maam has already taken courses in LEED GA. Sudhir can develop and conduct a course on Advanced Building Technologies, Vaidehi can develop and conduct some heritage walks in Pune and Saswad, and Shraddha can develop some sustainable built environment or planning related workshops.
  - f. Vaidehi to explore publication platforms like Springer, etc.. She will also explore some UGC approved short term courses
  - g. Shraddha Manjrekar to explore the possibility for joint studio with Jamia Milia Islamia University, through contact of Prof. Hina Zia, and also with other universities where she has contacts
  - h. Sudhir to explore the process of patenting, and also to explore that how an idea can be patented.
  - i. The present 3-labs of teaching to be re-imagined in line with these four centres of excellence.
3. **Strengthening Collaborations-**
- a. **International Conference-** The International Conference on '**Blurred Boundaries: In search of an Identity**' was conceptualized by Principal of SMEF's Brick School of Architecture, Dr. Poorva Keskar, as an initiative to trigger a crucial discourse on- the investigation of robust processes of space making in the urban and architectural realm. It was also intended as a global platform enabling the collaboration of international universities and multidisciplinary experts across the globe, further enriching and adding a universal yet regional value to the conference.
  - b. The design competition for students on '**The Pandemic Memorial: of remembrance and reflections**' was envisaged as an intrinsic part of the conference since weaving lessons from the pandemic and connecting it back to the overarching theme was deeply relevant given the present context.
4. **Extension programs in allied disciplines** – After doing rigorous background work and research on the administrative approval processes, the course of "Design and Project Management" was envisioned by Poorva maam. She along with Manali had prepared the detailed syllabus of the Masters program on "**Design and Project management**" and submitted it by Board of Studies and Academic council in SPPU.
5. Chandan Chougule joined the institute as senior accountant. In IQAC he was included in place of Sanket Jahangirdar. He was given a special note to attend the meeting. Ishaan Keskar had shared his plan of higher studies and inability to continue as a member of IQAC.

Shraddha Manjrekar closed the meeting with a vote of thanks.



Date: 12-06-2021

Dr. Poorva Keskar

(Chairperson)

**SMEF's BRICK Group of Institutes, Pune**  
**BRICK School of Architecture**

**MINUTES OF THE MEETING**

<b>Topic</b>	IQAC meeting
<b>Venue</b>	Board room
<b>Date</b>	<b>Monday, May 9th, 2022</b>
<b>Time</b>	09.30 hrs onward
<b>Called by</b>	Shraddha Manjrekar (IQAC Coordinator)
<b>Chaired</b>	Dr. Poorva Keskar (Principal)
<b>Present</b>	Ms. Pooja Misal, Poorva Keskar, Manali Deshmukh, Shraddha Manjrekar, Vaidehi Lavand, Sharduli Joshi, Ketaki Gurjar, Rupali Dhanwade, Chandan Chougule, Swapnil Wagh, Ar. Bhairumal Sutar, Ar. Vishwas Kulkarni, Shruti Nigudkar,

**Agenda of the meeting:**

1. Update on the last cycle of Annual Quality Assessment Report (AQAR 2020-21)
2. A matrix has been prepared of benchmarks for year 2021-22 under each criteria of NAAC, and it has been aligned with the strategic goals. This matrix is to be discussed.
3. Taking inputs of IQAC members for the filing of AQAR for year 2021-22

**Minutes:**

<b>Sr. No.</b>	<b>Point Discussed</b>	<b>Action Plan</b>	<b>Responsibility</b>
<b>1.</b>	Shraddha briefed about two new strategic goals in the initially identified goals in the perspective plan of 2018-19 to 2022-23. These are like this <ol style="list-style-type: none"> <li>a. Holistic development of the students</li> <li>b. Evolving systems to monitor and enhance administrative processes</li> </ol>	These points to be considered in the next course of planning.	All members of IQAC
<b>2.</b>	IQAC co-ordinator presented the structure of the spreadsheet, in which the strategic goals are aligned with the NAAC criteria, institute level action points, parameters of assessments, and benchmarks were framed. Criteria by criteria discussions had happened.	-	-
<b>3.</b>	IQAC suggested a structure to monitor the strategy plan in an integrated manner. At present the strategic goals are aligned with	The structure of the spreadsheet to be revised	Shraddha M. to take lead, and academic committee to

	NAAC criteria. The strategies must be aligned with the vision and mission of the institute too.		review
4.	Shruti Nigudkar suggested to identify the overlaps between this structure, and strategically put them in the action plan.		
5.	Academic co-ordinator Manali had presented the interpretation of criteria 1 and 2. Regarding teaching enrichment, she talked about the best practices in academics. There is overlap regarding global competency building between criteria 1- curriculum enrichment, program outcomes of criteria 2 and best practices of criteria 7. The global competency building is one of the key word in vision statement too. Ar. Vishwas Kulkarni suggested following indicators as reflections of global competency building. a. Winning international competitions b. Collaborating and partnering with the global institutes c. Getting scholarship from in the global educational institutes d. Getting placement in the international firms	Documentation of winning entries of international competitions, and sending it to Shraddha/ uploading in the NAAC drive in the respective folder	Competitions team
		Documentation of international collaborations and sending it to Shraddha/ uploading in the NAAC drive in the respective folder	Manali
		Documentation of the alumni getting scholarship in international firms and sending it to Shraddha/ uploading in the NAAC drive in the respective folder	Sharduli
		Documentation of the alumni getting jobs in international firms and sending it to Shraddha/ uploading in the NAAC drive in the respective folder	Sharduli
6.	The other best practices in academics are a. TQAT (Teaching Quality Assessment Tool) b. Societal projects c. 12-on-12 d. Brick Conversations	All these points to be included in the documentation of criteria 1 as well as criteria 6	Manali D.
7.	Regarding certification courses under Criteria 1.3 – academic flexibility, Shruti N. suggested to make it a part of academic calendar. As a system the documents on date of students' enrolment, date of completion and copy of certificate need to be updated.	Academic calendar to include a title of certificate course introduction	Manali D.
		Documentation of certificate programs	Shraddha M.
8.	Regarding internship of the subsequent years a spreadsheet can be prepared and students of every	The sheet which is prepared by Shraddha M., needs to be floated in the students by Kanchan S	Internship cell Kanchan Shinde

	batch can be asked to fill it.		
9.	Regarding NAAC <b>criteria 2.6- Program Outcomes and Course Outcomes (POCO)</b> - mapping of POCO and level of attainment shall be recorded. And it has to be based on mathematical formulae.	The formulae to be researched and to be included in the TQAT Guidance will be given by Dr Shruti Nigudkar	Shraddha M. to take lead and prepare in consultation with Dr Shruti and present to IQAC, and academic committee to review
10	Vaidehi L. presented the portion of Criteria 3 in the structure. Regarding 3.1.2, research Grant the present benchmark is about the number of grants. On this Shruti N. suggested to decide a benchmark on the amount of grant too. She suggested to find out the options for grants in university for researches, seminars. Chandan Chaugule suggested to explore funding opportunities under CSR projects. Students can also explore these options. Dr. Poorva Keskar ma'am suggested to motivate the students by giving certificates after they show their participation in societal concern projects and such activities that are for overall institutional development.	The available grants are to be found from SPPU, and CSR activities	Vaidehi L.
11.	IQAC suggested to activate the present Research cell, by planning monthly activities. Students shall be included in the research cell. A defined space in the faculty area can be designated as incubation cell and all the activities and meetings to happen in this location.	The monthly activities with the pre decided objectives to be planned and documented. Vaidehi to create a monthly activity sheet and follow up with faculty and students Faculty to be given target of the number of research papers to be published in an year.	Vaidehi L.
	It was discussed that as RESEARCH featured in the vision language, each activity i.e. teaching of subjects should also highlight research pedagogy and it should be documented	This should be included in the documentation that faculty submits at the end of each semester.	Shraddha M
12.	For all the portfolios, there shall be involvement of the students.	Student representation to be assigned to each of the portfolios of the institute, and they should be included in the portfolio meetings	Ketaki G. to assign the students and respective

		All the portfolio meetings to be minuted and sent to Shraddha M.	portfolio heads to include them in the meetings.
13.	IQAC suggested to increase the frequency of IQAC meeting.	The agenda of every third Academic committee meeting shall be NAAC, as most of the IQAC are part of ACC. These can be Internal IQAC meetings	Shraddha and Manali D to decide on the agenda and Shraddha M to write IQAC minutes
14.	IQAC suggested to conduct the academic audit every year to cross verify the goals and their attainment.	Conducting academic audit	Dr. Poorva Keskar and Manali D.
15.	Regarding scholarships, Vishwas sir suggested to explore the CSR funding	Exploring more scholarships with CSR activities	Vaidehi L.
16.	Regarding Criteria 5.1 skill building the one day activities can also be documented as soft skill development	Organizing one day events for - leadership, competitive exams, etc.	ACC, Periscope cell (Shraddha M. to communicate to Shraddha G.)
17.	Regarding holistic development of the students, all the club activities to be documented	Students club need to become more active in documenting their activities.	Ketaki G. and Swapnil W.
18.	Regarding criteria 6- Participative governance- the stakeholders like parents, students, faculty, portfolio heads, admin, management, all need to be involved at appropriate stages.	<b>ACC to brainstorm on where and how to involve stakeholders</b>	<b>Dr. Poorva Keskar and Manali</b>
19.	The minutes of every meeting to be typed during the meeting and floated immediately after it.		Respective meeting head
20.	The functioning of the governance is reflected by functioning of each of the stakeholder. Hence all the bodies need to be functional and progressive in action.	Heads as mentioned in the organogram need to see that all the subheads are functioning, they are meeting and MOM are documented. The further action needs to be reflected in the action plan and the attainment of the actions also need to be checked, to make it a complete cycle. Also these heads to think about progression in line with the vision and mission of the institute.	All the heads in the organogram
21	Regarding best practices, the	The documentation of best practices	Shraddha M.

	discussions happened about academic and extracurricular activities of the institute, and why they are unique about the institute. IQAC had agreed on these points.	needs to be enhanced	
<b>22</b>	Regarding setting up of benchmarks for each criteria, the equivalent or a better performing institutes should be looked on.	Study of the colleges to be done and their benchmarks need to be studied	Academic committee

Shraddha Manjrekar closed the meeting with a vote of thanks.



Date: 09-05-2022

Dr. Poorva Keskar  
 (Chairperson)





