

IQAC meetings year 2022-23

IQAC MOM AY 2022-2023

First Meeting – 8th July 2022

ACADEMIC YEAR 2022-2023

Meeting of Internal Quality Assurance Cell (IQAC)

The Second Meeting of the Internal Quality Assurance Cell- SMEF's Brick School of Architecture (IQAC) for the Academic Year 2022 - 2023 is scheduled for July 8th, 2022, in the Conference Room at 11.00 a.m. All Members are requested to be present for the meeting at a given time.

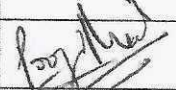







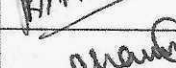
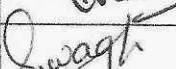

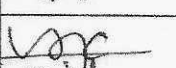
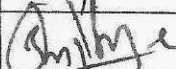
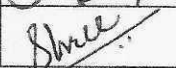

Day & Date of Meeting : July 8th, 2022
Time : 11.00 A.M
Venue : Conference Room, S.M.E.F.'s Brick School of Architecture

Proposed Agenda for Internal Quality Assurance Cell (IQAC) Meeting

1. Systems for Teaching- learning quality improvisation
2. Systems for holistic development of the students
3. Taking overview of NAAC documentation of the institute and the revised goals in the last academic year
4. Increasing collaborations
5. Efforts towards inculcating national responsibilities in the students
6. Organization of the events of international importance

**Acknowledgment for Receipt of the
 Notice & Agenda of Internal Quality Assurance Cell (IQAC) Meeting**

Received Notice & Agenda of the Internal Quality Assurance Cell (IQAC) Meeting scheduled to be held on Friday, July 8th 2022

	Name	Designation	IQAC Committee Designation	Signature
1	Ms. Pooja Misal	Director	Management Representative	
2	Dr. Poorva Keskar	Principal	Chairperson	
3	Ar. Shraddha Manjrekar	Associate Professor	IQAC Coordinator	
4	Ar. Manali Deshmukh	Vice Principal	Academic Coordinator	
5	Ar. Abhang Kamble	Design Chair	Faculty	
6	Dr. Vaidehi Lavand	Associate Professor	Faculty	
7	Ar. Sudhir Deshpande	Examination officer	Faculty	
8	Ar. Sharduli Joshi	Associate Professor	Faculty	
9	Ms. Rupali Dhanawade	Administrative officer	Admin	
10	Mr. Chandan Chaugule	Accounts Officer	Admin	
11	Swapnil Wagh	Student Council Secretary	Student	
12	Ar. Bhairumal Sutar	Associate Architect	Alumni	
13	Ar. Vishwas Kulkarni	Director- VK group	Employers	
14	Mr. Amol Umbarje	Sustainability Initiatives	Industrialists	
15	Dr. Shruti Nigudkar	HOD, MIT, WPU Pune	Stakeholder	







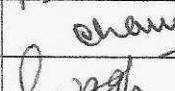
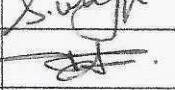
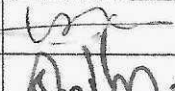
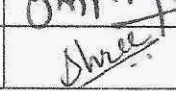
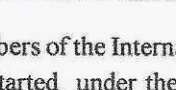
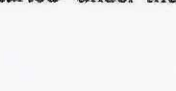
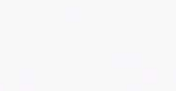
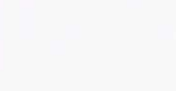

SMEF's BRICK Group of Institutes, Pune
BRICK School of Architecture

MINUTES OF THE MEETING

Topic	First IQAC meeting for academic year 2022-23
Venue	Board room
Date	July 8 th , 2022
Time	11:00 hrs onward
Called by	Shraddha Manjrekar (IQAC Coordinator)
Chaired	Poorva Keskar (Principal)

Minutes:

The first meeting of year 2022-23 the Internal Quality Assurance Committee of S.M.E.F.'s Brick School of Architecture was held on Friday, 8th July 2022 at the Conference Room of S.M.E.F.'s Brick School of Architecture, to discuss the points according to the previously circulated meeting notice and agenda. The following members were present for the meeting.

	Name	Designation	IQAC Committee Designation	Signature
1	Ms. Pooja Misal	Director	Management Representative	
2	Dr. Poorva Keskar	Principal	Chairperson	
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15	Dr. Shruti Nigudkar	HOD, MIT, WPU Pune	Stakeholder	

The IQAC coordinator Prof Shraddha Mahore Manjrekar welcomed all the honorable members of the Internal Quality Assurance Committee for sparing valuable time for this meeting. The meeting was started under the chair of Principal Dr. Poorva Keskar.

The following points were in the meeting.

1. The minutes of the previous IQAC Committee meeting held on **May 9th, 2022**, were already circulated to all committee members. The minutes of the meeting were read by the Principal and Chairperson of IQAC.

Action Taken Report of IQAC Meeting held on July 8th, 2022

Sr. No.	Point Discussed	Action taken
1.	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 a. Holistic development of the students b. Evolving systems to monitor and enhance administrative processes	Two goals were added in the strategy plan for the years 2022-23
2.	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.	-
3.	IQAC suggested a structure to monitor the strategy plan in an integrated manner. At present the strategic goals are aligned with NAAC criteria. The strategies must be aligned with the vision and mission of the institute too.	The structure of the spreadsheet was revised and presented in the first IQAC meeting of Academic year 2022-23
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 words 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 was done and received by the IQAC coordinator Documentation of international collaborations was done and received by the IQAC coordinator Documentation of the alumni getting scholarship in international firms was done and received by the IQAC coordinator Documentation of the alumni getting jobs in international firms was done and received by the IQAC coordinator
6.	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

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
		Documentation of certificate programs
8.	Regarding internship of the subsequent years a spreadsheet can be prepared and students of every batch can be asked to fill it.	The sheet which is prepared by Shraddha M., was floated in the students by Kanchan S, and the data was received and documented.
9.	Regarding NAAC criteria 2.6- Program Outcomes and Course Outcomes (POCO) -mapping of POCO and level of attainment shall be recorded. And it has to be based on mathematical formulae.	The formulae were researched and included in the TQAT as per the guidance given by Dr Shruti Nigudkar
10	Va dehi 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.	Vaidehi introduced the Western Regional Centre grants to the faculty and 3 proposals were sent by them. These included following: 1. Designing and testing pre-cast building elements to resist the climatic adversities in the villages of Konkan area (by Shraddha Manjrekar, Hemant Joshi and Omkar Kale) 2. Generating a knowledge base for spreading awareness for heritage values by creating narratives of the built-environment of 'Ranje' Village of Pune District (by Shraddha Manjrekar and Omkar Kale)
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 were planned and documented. Vaidehi conducted a session on "Quest for Knowledge" by inviting experts- Dr. Vasudha Gokhale and Dr. Abhijeet Natu during the semester break in summers Faculty were suggested to make a target of the number of research papers to be published in a year.
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		Ar. Sudhir Deshpande wrote and presented paper titled "Feasible and flexible design criteria for affordable housing" in State Level Architecture Marathi Parishad organized by Technical Education Divisional Office, Pune and Architecture of Indian Art Promotion Society, Pune
12.	For all the portfolios, there shall be involvement of the students.	Student representation was assigned to a number of portfolios of the institute. All the portfolio meetings to be minuted and sent to Shraddha M.
13.	IQAC suggested to increase the frequency of IQAC meeting.	The agenda of every third Academic committee meeting was decided to be NAAC related points.
14.	IQAC suggested to conduct the academic audit every year to cross verify the goals and	Academic activities were reviewed in the form of faculty feed back with the Director.

	their attainment.	Principal and Vice Principal
15.	Regarding scholarships, Vishwas sir suggested to explore the CSR funding	Two scholarships were declared by VK group and one by Mrs. Kulkarni for the students of Brick School of architecture
16.	Regarding Criteria 5.1 skill building the one-day activities can also be documented as soft skill development	Event of world outside and young minds connect were organized.
17.	Regarding holistic development of the students, all the club activities to be documented	Students club are yet to meet the good mark on wholesome documentation.
18.	Regarding criteria 6- Participative governance- the stakeholders like parents, students, faculty, portfolio heads, admin. management, all need to be involved at appropriate stages.	ACC to brainstorm on where and how to involve stakeholders
19.	The minutes of every meeting to be typed during the meeting and floated immediately after it.	Now in practice
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 started seeing that all the subheads are functioning, they are meeting and MOM are documented. The further action was reflected in the action plan. Also, these heads to think about progression in line with the vision and mission of the institute.
21	Regarding best practices, the discussions happened about academic and extra-curricular activities of the institute, and why they are unique about the institute. IQAC had agreed on these points.	The documentation of best practices was enhanced
22	Regarding setting up of benchmarks for each criterion, the equivalent or a better performing institute should be looked on.	Study of the colleges was done and their benchmarks were studied. The major finding was- the documentation of these institutes is good to be referred.

1. Systemic revisions in the format of documentation of teaching and learning in the institute.
2. Revision of the teaching and documentation format and now to be called as "Total Quality Assurance plan". The format of teaching and documentation was revised and shared by Shraddha M. The new TQAT format to be approved by the academic coordinator and shared with the faculty.
3. The institute adopts a format to take students' feedback on the academic activities and teaching and learning process, however it needs to accommodate the questions that have been mentioned in the student's satisfaction survey as per NAAC criteria 2.7. Shraddha Manjrekar suggested the newer format of the feed-back to get approval from whole team of IQAC.
4. Shraddha M discussed the activities that need to be introduced formally to the students, in the coming AY 2022- 23
 - Introduction to Certification courses
 - Introduction to various student clubs and active involvement in these clubs by the students and development of a mechanism of reporting and documentation
 - Orientation on sports, and cultural competition and the importance of these w.r.t. to their holistic development
 - Reporting system of summer and winter internship
 - Introduction to societal projects under the 4 centers of excellence.
 - Poorva ma'am suggested that the COE could merge for certain projects as per project needs and expertise

5. Systems regarding quality improvisation of the students' performance at various fronts.

- The quarterly & mid semester performance reports and action plans are implemented for improving the overall performance of the class. Poorva ma'am suggested adding the Buddy system along with the faculty mentors assigned that was implemented in the AY 2021-22 to improve the holistic development of the student along with his/her academic performance.
- The quarterly & mid semester performance reports and action plans are implemented for improving the overall performance of the class. Poorva ma'am suggested adding the Buddy system along with the faculty mentors assigned that was implemented in the AY 2021-22 to improve the holistic development of the student along with his/her academic performance.
- Poorva madam asked the academic committee members to prepare a list of students who have good academic and competitive potential from fourth and final year. Further she opened a discussion regarding orienting these students towards good competitions, work ethics, future plan and about setting targets for them in a coming period.
- It is commonly decided to take an online meeting on 16th July, Saturday around 5 pm with final year & on 21st July, Thursday with fourth year students. Also meeting with student council to be scheduled – (data to be fixed)
- In order to save the time of the students, Poorva ma'am suggested change of timetable to club the two breaks (short break and long break) to one continuous break of an hour for 11:00 am to 12:00 pm.

6. Systems for inculcating national responsibilities in the students

Sudhir suggested about developing a resource person and material for Democracy subject from our core team only. He showed his interest to do the same. Poorva madam agreed to the same.

7. Reviewing the strategy plan and its implementation and monitoring

Shraddha Manjrekar presented the detailed matrix on the status of the implementation of strategy plan and the achieved goals. She presented the alignment of strategic goals with the NAAC criteria. In this review process, Principal and IQAC coordinator both mentioned about addition of one more strategic goal "Holistic development of the students" as the eighth goal in the strategy plan.

8. Increasing collaborations

In the last IQAC meeting it was discussed to increase the collaborations. Vice principal Ar. Manali Deshmukh with her team took this matter up and brought-in a number of collaborations in the institute. The collaborative studio with RVS has been a successful. It was a great learning experience to both the institutes. 80 students from Brick and 40 students from RVS were benefitted by this collaboration. By the next IQAC meeting the collaborations in the progress will be streamlined and the new collaborations will be explored.

Shraddha Manjrekar gave vote of thanks.



Ar. Poorva Keskar
 Chairperson

IQAC meetings year 2022-23

IQAC MOM AY 2022-2023

9th Jan 2023

ACADEMIC YEAR 2022-2023

Meeting of Internal Quality Assurance Cell (IQAC)

The third meeting of the Internal Quality Assurance Cell- SMEF's Brick School of Architecture (IQAC) for the Academic Year 2022 - 2023 is scheduled for Jan 9th, 2023 in the Conference Room at 11.00 a.m. All Members are requested to be present for the meeting at a given time.

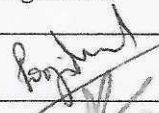







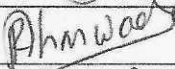
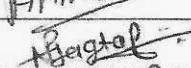
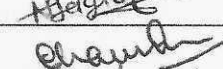
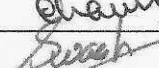



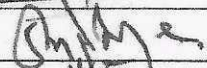
Day & Date of Meeting : Jan 9th, 2023
Time : 2.00 P.M
Venue : Conference Room, S.M.E.F.'s Brick School of Architecture

Proposed Agenda for Internal Quality Assurance Cell (IQAC) Meeting

1. Academic planning decisions
2. The planning for academic enrichment activities
3. Inclusion of the activities in the present systems for holistic development of the students
4. Competency building in faculty
5. Updates on collaborations
6. Infrastructural changes in the institute
7. Efforts towards awards and recognitions
8. Initiatives towards research activities
9. Systems for upkeeping the academic records

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 Notice & Agenda of Internal Quality Assurance Cell (IQAC) Meeting**

Received Notice & Agenda of the Internal Quality Assurance Cell (IQAC) Meeting scheduled to be held on Monday, Jan 9th 2023



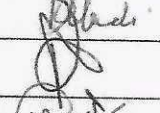

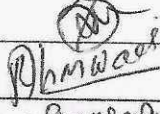
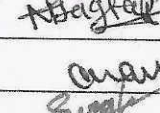

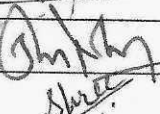
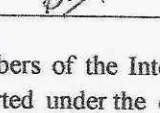




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15	Mr. Amol Umbarje	Sustainability Initiatives	Industrialists	
16	Dr. Shruti Nigudkar	HOD, MIT, WPU Pune	Stakeholder	

MINUTES OF THE MEETING

Topic	Third IQAC meeting for academic year 2022-23
Venue	Board room
Date	Jan 9 th , 2023
Time	14:00 hrs onward
Called by	Shraddha Manjrekar (IQAC Coordinator)
Chaired	Poorva Keskar (Principal)

Minutes:

The third meeting of year 2022-23 the Internal Quality Assurance Committee of S.M.E.F.'s Brick School of Architecture was held on Monday, Jan 9th, 2023 at the Conference Room of S.M.E.F.'s Brick School of Architecture, to discuss the points according to the previously circulated meeting notice and agenda. The following members were present for the meeting.

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The IQAC coordinator Prof. Shraddha Mahore Manjrekar welcomed all the honorable members of the Internal Quality Assurance Committee for sparing valuable time for this meeting. The meeting was started under the chair of Principal Dr. Poorva Keskar.

The following points were in the meeting.

1. The minutes of the previous IQAC Committee meeting held on **July 8th 2022**, were already circulated to all committee members. The minutes of the meeting were read by the Principal and Chairperson of IQAC.

Action Taken Report of IQAC Meeting held on July 8th, 2022

Sr. No.	Point Discussed	Action taken
1.	Revision of the teaching and documentation format and now to be called as "Total Quality Assurance plan". The format of teaching and documentation was revised and shared by Shraddha M. The new TQAT format to be approved by the academic coordinator and shared with the faculty.	The new documentation format that includes Program and course outcomes, is adopted by all the faculty, and is in practice.
2.	Shraddha Manjrekar suggested the newer format of the feed-back to get approval from whole team of IQAC.	The students feedback form is now adopted in the practice
3	Introduction to Certification courses to be done to the students	The certificate courses team introduced the importance of certificate course to the students and also developed a system to monitor the registration of the students in various certificate courses
4	Introduction to various student clubs and active involvement in these clubs by the students and development of a mechanism of reporting and documentation	The students' clubs were formally introduced to the students in the induction program. The induction program included introduction to the code of conduct, and ethics and quality aspects of teaching and learning and holistic development of the students, too.
5	Orientation on sports, and cultural competition and the importance of these w.r.t. to their holistic development	
6	Reporting system of summer and winter internship	The summer and winter internship are being documented and monitored by internship cell.
7	Introduction to societal projects under the 4 centers of excellence.	The students are being involved under Unnat Bharat Abhiyaan, Community Learning Center at for SAANS foundation at Camp, Pune.
8	Poorva ma'am suggested that the COE could merge for certain projects as per project needs and expertise	
9	The institute shall celebrate world architecture day on Oct 3 rd 2022.	The world architecture day was celebrated in the institute. A panel discussion was organized on topic "Expectation of Architectural Practice from Academics". The guests invited were, Ar. Hrishikesh Kulkarni, Director, VKa Architecture, Ar. Tarun Albuquerque, Associate Architect of DAR, Pune and Ar. Neeraj Doshi, Founder Architect, NDCC Pune. Some 250 students and 30 faculty participants were present in the event.

2. Academic Planning Decisions

The institute follows the academic schedule issued by SPPU. There are some notifications regarding the examination schedules, and the academic calendar is revised to include these changes. The faculty shall regularly observe/track master calendar/ exploration planner and update as per the revised academic schedule. Class Mentors to timely check Academic Calendar, and conduct meetings with students and keep communication with parents.

- To ensure and keep in check the quality and performance of the students.
- To conduct class meetings, calling parents - students.
- For non-performing students, faculty to connect with parents.

3. The planning for academic enrichment activities

The fourth-year students of the institute (Ram Kale and Pratik Mour) have performed very well in AIS Design Olympiad hosted by Asahi glass. One of the main jurors "Ar. Karl Wadia" has agreed to take a master class for whole school. The event shall be planned for this.

As per the regular practice of the institute there is a planned event of inviting an author in the campus and having a discussion with him/her. This year Ar. Pushkar Sohoni is invited for the same.

In order to enrich the teaching with the learnings from the present context, a target of minimum two site visits for a semester was given by the Vice Principal and academic co-ordinator.

4. Academic monitoring

Class Facilitator to timely check Academic Calendar and conduct meetings with students and keep communication with parents.

- To ensure and keep in check the quality and performance of the students.
- To conduct class meetings, calling parents - students.
- For non-performing students, faculty to connect with parents.
- Revised Mentorship sheet was proposed by Shraddha Manjrekar and it is to be shared by Sudhir Deshpande

5. Systems for documentation

The systems and formats for various academic and extracurricular activities were discussed and finalized. These formats along with their designated locations in common drive were to be shared with the admin and faculty.

6. Initiatives in the allied disciplines

Dr. Poorva Keskar proposed an idea for Brick Film Festival. As an initial step faculty to send their interest for "Core Committee" to be formed for this initiative via Email by 15th March 2023.

7. Infrastructure requirements

The faculty area windows are to be treated with the shading films to reduce the glare.
The water leakage problem of third year studios to be done with roof treatment.

Shraddha Manjrekar gave vote of thanks and concluded the meeting.



Chairperson

Dr. Poorva Keskar