

IQAC meetings year 2023-24

IQAC MOM AY 2023-2024

First Meeting – 11th July 2023

Meeting Agenda -

ACADEMIC YEAR 2023-2024

Meeting of Internal Quality Assurance Cell (IQAC)

The first meeting of the Internal Quality Assurance Cell- SMEF's Brick School of Architecture (IQAC) for the Academic Year 2023 - 2024 is scheduled for July 11th, 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 : July 11th, 2023
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




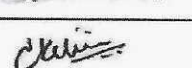






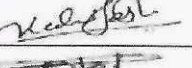

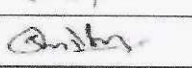




1. Review of the action plan implementation worked out during last meeting
2. Presentation of our analysis of the points, where we have worked/can work more to improve the NAAC score
3. Taking IQAC's suggestion for overall quality aspects in the institute

Specific points

1. Planning for to get NAAC A+ Grade
2. Academic monitoring
3. Research Publication and Collaboration
4. Infrastructure
5. Student support and progression
6. System for waste collection

**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 Monday, July 11th, 2023

SI No	Name	Designation	IQAC Committee Designation	Signature
1	Ms. Pooja Misal	Founder 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. Nalini NaikNimbalkar	Head of Master course	Faculty	
6	Ar. Abhang Kamble	Design Chair	Faculty	
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9	Ar. Sharduli Joshi	Associate Professor	Faculty	
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11	Ms. Nima Jagtap	Documentation-in-charge	Admin	
12	Mr. Chandan Chaugule	Accounts Officer	Admin	
13	Vedant Joshi	Student Council Secretary	Student	
14	Ar. Bhairumal Sutar	Associate Architect	Alumni	
15	Ar. Vishwas Kulkarni	Director- VK group	Employers	
16	Mr. Amol Umbarje	Sustainability Initiatives	Industrialists	
17	Dr. Shruti Nigudkar	HOD, MIT, WPU Pune	Stakeholder	
18	Ar. A. Raghunandan	Associate Professor	Faculty	





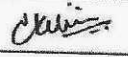









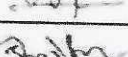



**SMEF's BRICK Group of Institutes, Pune
BRICK School of Architecture**

MINUTES OF THE MEETING

Topic	First IQAC meeting for academic year 2023-24
Venue	Board room
Date	July 11 th 2023
Time	11:00 AM onward
Called by	Shraddha Manjrekar (IQAC Coordinator)
Chaired	Poorva Keskar (Principal)

Minutes:

The first meeting of year 2023-24 the Internal Quality Assurance Committee of S.M.E.F.'s Brick School of Architecture was held on Tuesday, July 11th, 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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Principal Dr. Poorva Keskar welcomed all the members and guests for the first IQAC meeting of academic year 2023-24. She welcomed Two guest members- Ar. Nalini Naik Nimbalkar, Head of Masters course, and Ar. Raghunandan A., Faculty at Brick School of Architecture. She welcomed and declared two new members of IQAC- Nima Jagtap, who has joined the institution as a documentation in charge in the admin, and Vendant

minutes of the last meeting for quick recap of the updates. The following points were in the meeting.

1. The minutes of the previous IQAC Committee meeting held on **Jan 9th, 2023**, 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 Jan 9th, 2023

Sr. No.	Point Discussed	Action Taken
1	Institute to go for NAAC Reassessment	The IQAC and Academic Coordination Committee together took a call on the reassessment application. The AQAR for period of 2022-23 is going to be prepared first and submitted in December 2023. Following that the plan for reassessment submission will be prepared.
2	A system to be established to file the notifications from the university and the respective design and changes in the academic calendar. The first and the final academic calendar are to be filed together with the university notifications	A system had been set by the vice principal in this regard.
3	The faculty were advised to strictly follow the pointers mentioned in the format prepared by IQAC Coordinator	The format has been prepared by the IQAC coordinator, Ar. Shraddha Manjrekar and shared with the faculty.
4	Shraddha Manjrekar suggested the newer format of the feed-back to get approval from whole team of IQAC.	Shraddha had shared the basic background work for the feedback forms of all the stakeholders. Vice Principal Ar. Manali Deshmukh to take it ahead.
5	Shraddha M discussed the activities that need to be introduced formally to the students, in the coming AY 2022- 23 <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • The certificate courses were formally introduced to all the batches by Shraddha Manjrekar • The student council was given an orientation on documentation of the club activities. • A reporting system for summer and winter internship was set by faculty Kanchan Shinde. • The Centers of excellence were merged with existing academic labs (Design, Tool and Technology, and Thinking Lab). The respective lab heads took responsibilities of the research activities in these labs. Additionally, one more lab was envisioned focusing on Sustainable practices in architecture.
6	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 was 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	The meetings with the students were taken as per the decided schedule and the timetable was revised. The previous time-table had two breaks of 15 minutes and 45 minutes, whereas the newer one had one long break of 60 minutes at 11:00 am.

	maam 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.	
7	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.	Core faculty Ar. Sudhir Deshpande was assigned this work. He took a course on Democracy in for first year second semester.
8	Reviewing the strategy plan and its implementation and monitoring.	IQAC coordinator Ar. Shraddha Manjrekar prepared a detailed report on implementation of Strategy plan and prepared a presentation on the same.

2. The main agenda of this meeting was the improvisation of NAAC score in the reassessment process. The institute has taken a call for going for reassessment. As per the website of NAAC and communications done with the NAAC authorities- Institutions, which would like to make an improvement in the accredited status, may volunteer for Re-assessment, after completing at least one year but not after the completion of three years. The institute got certification in August 2021. Hence the application of reassessment can be filed before August 31st 2024. For this purpose, the documentation for the cycle of year 2018-19 to 2022-23 should be made complete before December 2023
3. Shraddha Manjrekar presented the exercise of NAAC score improvisation, where she studied and analyzed the grade sheet obtained in the first cycle of assessment, the present status of activities, the possibility of improvisation through various measures and categorization of the improvisation criteria that need institutional efforts, and the criteria that need monitory efforts, and the respective responsibilities to be taken up by various members of IQAC.
4. Regarding academic administration quality enhancement committee decided to invite Dr. Prajakta Baste of NDMVP college of architecture, Nashik. She shall be requested to give a training on the system of mapping of CO and PO. Their institute has received NAAC 'A' grade, hence learning from them should be shared. The admin and faculty both shall attend this training.
5. Regarding best practices for sustainability, the team green shall think and prepare a plan for raising awareness about sustainability practices and new purchases to be done for the same to upgrade the institute infrastructure. The members of this club have contributed towards the National Design Competition known as "Solar Decathlon India", and have been guiding the students for design of Net Zero buildings under the various themes as proposed by the organizers of this competition. Now they shall be given the additional responsibility of practicing sustainability principles in the campus along with other students.
6. **Student support and progression** - Regarding streamlining the documentation of students' progression, IQAC coordinator, Shraddha Manjrekar said that the alumni representative is in touch with the alumni and a system has been devised to take regular updates from them. External IQAC member Shruti Nigudkar madam suggested that
 - we should organize a fun event for the alumni as we try for the progress of the students.
 - we can create google form and fill it from Alumni in campus only.
 - Prepare a book for alumni, we can do the details of what they are doing now & extra work in that book.
 - before the internship we can organize Career counseling session and soft skill session.
 - Shruti Madam gave suggestion for all faculty, All the faculty should attend the meeting so that they
 - know what are the problems or what can be done to solve those problems in an easy way.
 - Principal Poorva ma'am said for this Ar. Sharduli Joshi can create standard format for Alumni
7. **Improvising the System for waste collection in the campus**- Shruti madam suggested we can reuse used water for gardening purposes. The existing practices in the campus are also sustainable for example institute does not use plastic bottles for drinking water for faculty and admin of the

- institute. Such practices need to be documented.
8. **Research publications under UGC care journal-** Shraddha Manjrekar expressed the concern that the institute is lagging behind in terms of journal papers. In response of this the Principal Dr. Poorva Keskar gave an idea to host a symposium and encourage faculty to write for that. She suggested Dr. Vaidehi Lavand to explore UGC care journals, where the proceeding of the symposium can be published. She suggested Ar. Sudhir Deshpande to think about the theme and planning for this symposium
 9. **Faculty capacity building-** Faculty of the institute have talents in allied areas of architecture. The institute should provide them opportunity to design Faculty development program for National level faculty development program.
 10. **Multidisciplinary learning-** Poorva maam suggested that institute shall host a Film Festival in order to give a different kind of exposure towards creativity and art of expression. The events team and Brick Faculty Shrikrishna Pande, who has a good background of film making, and acting can take lead towards it.
 11. **Planning for next part of strategy plan-** The first strategy plan for the institute is going to be implemented till year 2023-24. For the next part of it Poorva madam suggested all the members of IQAC to give a thought to it and come up with the ideas in the next IQAC meeting
- IQAC Cordinator Shraddha Manjrekar Concluded meeting with vote of Thanks.



Dr. Poorva Keskar
Chairperson

IQAC meetings year 2023-24

IQAC MOM AY 2023-2024

Meeting – 19th Dec 2023

Meeting Agenda

ACADEMIC YEAR 2023-2024

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 2023 - 2024 is scheduled for December 19th, 2023 in the Conference Room at 11.00 a.m. All Members are requested to be present for the meeting at a given time.




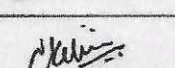











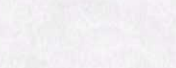
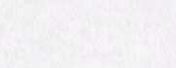
Day & Date of Meeting : Dec 19th.2023
Time : 11.00 A.M
Venue : Conference Room, S.M.E.F.'s Brick School of Architecture

Proposed Agenda for Internal Quality Assurance Cell (IQAC) Meeting

1. Discussions on the newer version of strategy plan.
2. Updating IQAC on the institutional efforts taken towards academic and administrative quality enhancement to achieve better score in the process of reassessment





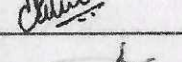












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- To read and confirm the minutes of the previous IQAC Committee meeting held on 11/07/2023 at 11:00 hrs. The minutes of the previous IQAC Committee meeting held on **July 11th, 2023**, were already circulated to all committee members. The minutes of the meeting were read by the Principal and Chairperson of IQAC.

Action Taken Report of IQAC Meeting held on July 11th, 2023

Sr. No.	Point Discussed	Action taken
1.	Call for reassessment of NAAC	The IQAC agreed for application of reassessment process. The founder director gave approval for the same.
2.	Dr. Prajakta Baste of NDMVP was to be invited for conducting a FDP on Academic and Administrative quality enhancement.	Dr. Baste's session was organized on August 4 th , 2023 for all the faculty and administrative staff.
3.	Work initiation for NAAC Reassessment	A faculty team of 9 members was formed to start NAAC documentation. Criteria 1 and 2 will be jointly lead by Ar. Manali Deshmukh and Ar. Nalini Naik Nimabalkar. Sudhir Deshpande and Kanchan Shinde will help them. Criteria 3 will be led by Dr. Vaidehi Lavand and Sharduli Joshi. Rasika Apte will help them. Criteria 4 will be led by Akshay Gandhi and Raghunandan. Criteria 5 will be led by Shraddha Gurjar and Ninad Revatkar Criteria 6 and 7 will be led by Ar. Shraddha Manjrekar, under guidance of Ar. Manali Deshmukh. Vinita Lulla will help her in green infrastructure and best practices related work.
4.	Regarding installation of Green Infrastructure and sustainability lab at campus the team green should think and prepare a plan for raising awareness about sustainability practices and new purchases to be done for the same.	Green club comprised of three faculty members, Ar. Vinita Lulla, Ar. Ketaki Pednekar, Ar. Shreya Mirpagar and later joined by Ar. Rajlaxmi Dubey and Rasika Apte excelled the activities under Green Club. They initiated tree plantation drive, e-waste collection drive, plastic and cloth collection drive in the campus. They initiated a collaboration with Poornam NGO of Pune, who take up upcycling processes of Cloth and e-waste, cloth and e-waste. They took a group of students to the nearby reserved forest area for tree plantation. They have also collected the paper waste from the campus and sent it for recycling at Pune Handmade paper factory. In order to spread awareness about sustainability practices in profession of architecture, they invited Ar. Rohan Nahar. He is known for their contribution to sustainability. A three days' workshop 30 students on ECBC (Energy Conservation Building Code) of India was organized by this team where they had invited Er. Jitedra Vyas who represented MEDA, ASCI and BEE.
5.	Research publications under UGC care journal	The institute to host the prestigious "UTSAV - Symposium on Art Enriches Architecture" at the Gokhale Institute Auditorium in Shivajinagar, Pune, on January 31st, 2024. Faculty were encouraged to write on this. The papers of this symposium are going to be published in UGC care journal "Sanshodhak"

6.	Faculty capacity building	Two faculty of the institute had developed an Online, National level 5-days long Faculty Development Program (FDP) on Generative AI Architectonics: Faculty empowerment for tomorrow's architects scheduled for 8th -12th of Jan 2024 2023-24.
7.	Institute to host Film Festival	The institute is gearing up to host a three days long Film Festival in January 2024 where students will be given the opportunity to learn screen-play writing, cinematography, film direction, and acting.
8.	Next version of strategy Plan	Shraddha Manjrekar has come up with the outline of the next version of strategy plan, which is going to be presented in this meeting.

2. Vice principal Ar. Manali Deshmukh shared the success of alumni meet of Alumni Meet happened on 4th and 5th of November, 2023.
3. IQAC coordinator Shraddha Manjrekar presented a structure of the strategy plan. She proposed to keep the strategic goals same and to define the targets and indicators of achievements of these goals. For the plan period the targets can be achieved and be different for every year. One example is given here.

Targets for strategic goal 1: Evolving process for academic quality enhancement

	Target	Indicator
Target 1.1	The institute will set a system of monitoring the performance of the academic processes through computerization of the academic and administrative process	Dashboard of Program outcome and course outcome sheet as embedded in the subject documentation each year. Class facilitators to generate the consolidated outcome sheet at the end of each semester
Target 1.2	The readers and e-content made by faculty will be uploaded on the ERP as a standard practice. Attempts will be made to introduce language interface of the e-content	Semester wise and year wise, log of the e-content, and readers.
Target 1.3	Implementation of effective teaching and learning methods- the standard systems	Connecting alumni to the process of teaching and learning- One academic activity in the year with alumni connect Efficient use of library- One grand event of library in the year, and every subject one library-based assignment Photographic documentation of monthly exhibition of the works in the common areas of the campus
Target 1.4	Demonstration of innovative teaching and learning methods- the innovations brought in the systems	Examples of indicators Case study compilation by faculty Exhibition of the works in the public areas
Target 1.5	Organization of field visits	2 field visits for whole semester throughout the years

She gave a presentation for all 9 strategic goals, in the similar lines

4. During this presentation, there was a discussion to revisit the vision and mission of the institute. Principal, Dr. Poorva Keskar said that she will suggest the revised version of vision and mission. And in the next meeting there will be brainstorming about the revision in the strategic goals and outline of the strategy plan for 2024-25 to 2029-30.
5. **The update on working for SSR for NAAC work-** The teams are working on this front. Poorva ma'am suggested to get the mock review done by an expert, before we submit the SSR. She suggested team to remain ready with all basic work till May 2024.
6. The Academic coordination committee along with the faculty team who are working on SSR work on its submission before August 2024.
7. Principal Dr. Poorva Keskar and Vice Principal Ar. Manali Deshmukh suggested the IQAC coordinator Shraddha Manjrekar to look into COA form B submission, as this submission includes most of the quality aspects that the institute is documenting in NAAC. The submission is expected to be completed in January 2024. Manali ma'am and Shraddha Manjrekar will take care of part 2 of form B, whereas Dr. Vaidehi Lavand (Design lab), Ar. Sudhir Deshpande (Technology lab), Ar. Sharduli Joshi (Landscape and Elective) will document the academic part of this submission.
8. Poorva ma'am announced the dates of two important institutional events- Utsav Symposium

IQAC meetings year 2023-24

January 31st 2024 and Brick Film Festival, Feb 8-12th 2024. She invited all IQAC members for these two events.

Shraddha Manjrekar concluded the meeting with vote of thanks.



Dr. Poorva Keskar
Chairperson