



Crafting Dimensions that Speak the Language of the New Millennium

SINHGAD TECHNICAL EDUCATION SOCIETY'S

SINHGAD COLLEGE OF ARCHITECTURE

(Affiliated to University of Pune & Approved by AICTE & COA) (ID No. PU/PN/Engg./151/2000)
S.No. 44/1, Vadgaon (Bk), Off Sinhgad Road, Pune 411041

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Founder President

Dr. Mrs. Sunanda M. Navale
B.A., M.P.M., Ph.D.
Founder Secretary

Dr. Banani Banerjee
B. Arch. M.C.P., Ph.D.,
Principal

SCOA/2018-19/ 391 A

Date: 3.12.18

Notice for IQAC meeting

The meeting for IQAC has been called on 20.12.18 at 10 am at SCOA IQAC room. The members are requested to attend the meeting for following agenda:

1. Plan of Action for NAAC Peer Team recommendations for quality enhancement of the institution
2. Quality enhancement strategy – Criteria wise:
 - Criterion I: Curricular aspects
 - Criterion II: teaching-learning and evaluation
 - Criterion III: Research, Innovation & Extension
 - Criterion IV: Infrastructure and Learning Resources
 - Criterion V: Student Support & Progression
 - Criterion VI: Governance, Leadership & Management
 - Criterion VII: Institutional Values & Best Practices
2. Future Plans of action
3. Any other

Internal Quality Assurance Cell (IQAC) 2018 -19

Sr.No.	Role	Name of the Member	Affiliation
1	Management Representative	Hon. Prof. M. N. Navale	Founder President, STES
2	Chairperson	Dr. Banani Banerjee	Principal
3	NAAC Coordinator	Prof. Nalini Naiknimbalkar	Professor
4	IQAC Coordinator	Dr. Priyamvada N. Chitale	Professor, HOD, B. Arch.
5	Expert Academic Monitoring	Prof. M. G. Bhat	Director, Engineering, STES
6		Prof. S. B. Pharkute	Director, Academics, STES
7		Dr. K.N. Gujar	Principal, Sinhgad College of Pharmacy
8		Dr. K.R. Borole	Professor & HOD, SKN College of Engineering
9	Teaching faculty	Prof. Kalpana R. Hadap	Professor
10		Dr. Vaishali P. Latkar	HOD, M. Arch. (AC)
11		Prof. Priti S. Dhanwat	Professor
12		Ar. Kavita Patil	Asso. Professor & CEO
13		Mrs. Shobha Shetty	Librarian & SDO
14	Community Representative	Mr. Krushna Newase	Parent
15	Technical Staff	Mr. Nilesh Vaidya	Technical Assistant, Computer Lab
16	Industrialists	Ar. Parag Bokil	Principal Architect, Gruha IBC Pvt. Ltd. & Convint Technologies
17		Ar. Karan Malushte	Principal Architect, MKM Architecture, Pune
18	Students	Ms. Eesha Shendkar	B. Arch. student
19		Mr. Shreyas Paranjpe	M. Arch. student
20	Alumni	Ar. Ameya Kekare	Director, Amvien Naturals

Dr. P.N. Chitale
(IQAC Coordinator)

Dr. Banani Banerjee
(Principal)



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SCOA/2018-19/

Date: 21.12.18

Minutes of IQAC meeting

The minutes of IQAC meeting held on 20.12.18 at 10 am at SCOA IQAC room are as follows:

1. Plan of Actions for NAAC Peer Team Recommendations for quality enhancement of the institution:

NAAC Peer Team visited on 27th & 28th September 2018 at SCOA and achieved B Grade with 2.43 Grade Points with validity of 5 years till 1.11.23. The Plan of actions to fulfill the recommendations are as follows:

	NAAC Peer Team Recommendations	Plan of Action
1	consultancy Cell to be set up	<ul style="list-style-type: none">PG departments are working on to get projects
2	Group should fully utilize talent of faculty for campus planning & Development	<ul style="list-style-type: none">Management engages SCOA for campus planning during eventstree audit done by Landscape Architecture faculty with students
3	Outcome Based Education (OBE) System to be implemented	<ul style="list-style-type: none">Lesson and Session Plans for all subjects are made according to OBEqualitative Evaluation system is implemented
4	IT infrastructure to be strengthened	<ul style="list-style-type: none">proposals made to upgrade computers and equipments
5	Library access to be extended to local LAN	<ul style="list-style-type: none">proposals made to management
6	LMS and ERP system (including online Feedback) to be introduced	<ul style="list-style-type: none">proposals made to management to resume ERP systemonline Feedback system under process
7	Career counseling & placement cell needs to be strengthened	<ul style="list-style-type: none">Regular career counseling conducted to Fourth & Final year B.Arch. classes by senior faculty members
8	enhance financial support to faculty and research activities to be undertaken	<ul style="list-style-type: none">financial support extended every year to faculty for attending quality improvement programs
9	institute needs to strengthen its emphasis on research and knowledge development	<ul style="list-style-type: none">proposal for funded research at SPPU by faculty got approvedfaculty attempting to pursue phd
10	utilization of e-Resources and MOOC courses (Massive open online courses) for blended teaching-learning	<ul style="list-style-type: none">faculty are encouraged to pursue MOOC
11	faculty needs to be familiarized with Intellectual Property Rights	<ul style="list-style-type: none">Lectures arranged for awareness, importance and implementation
12	increasing internal funding for supporting and seeding research	<ul style="list-style-type: none">SCOA sponsors faculty to participate and present research papers in conferences
13	Alumni association need to meet more often and take up	<ul style="list-style-type: none">Two per semester to be arranged from one per semester

	students	
14	increase intake in existing PG programs	<ul style="list-style-type: none"> • Would be restoring in future
15	Selected students' work should be documented, archived and disseminated	SCOA documents and archives as: <ul style="list-style-type: none"> • study tour reports of UG & PG program • Good Dissertation of UG & PG • good works of students of UG & PG
16	Starting of more PG programs and strengthening PG program	<ul style="list-style-type: none"> • Not planning to start more PG program immediately • competent faculty inducted • emphasizing on research, consultancy, collaboration for strengthening existing programs

2. Quality enhancement strategy – Criteria wise:

Criterion I: Curricular aspects

- Post NAAC accreditation, the institution ensures to set quality benchmark in curriculum delivery through a more effective way focusing on quality-centric enhancement adhering to vision and mission set by the institute. The curriculum delivery includes teaching-learning and simultaneous evaluation process and documentation of all records stage wise.
- B. Arch. & two courses of M. Arch. in Architectural Conservation & Computer Applications are conducted as per syllabus and academic calendar of SPPU.
- Senior Faculty members contribute to formulate syllabus

Criterion II: teaching-learning and evaluation

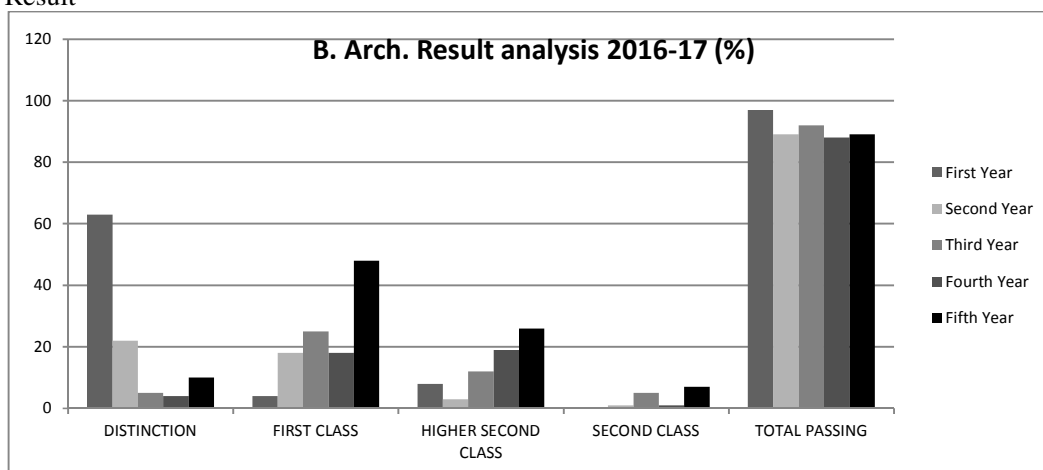
- SCOA adheres to the Academic Calendar prepared by SPPU in each semester of 16 weeks mentioning dates of commencement, conclusion, and examination schedule for theory and sessional. Academic Schedule is prepared for each semester by the HODs for both B Arch. & M. Arch. taking into consideration of the missions set by college for all-round development of students accommodating co & extra-curricular activities in the curriculum framework.
- A holistic approach of curriculum delivery was worked out keeping in mind the vision and mission set by the college accommodating co & extra-curricular activities with main curriculum for all round development.
- All teaching schedules are prepared at the beginning of both semester and shared with the students. The calendar marks co-curricular, extra-curricular activity period and events, periodic quarter meetings, mid-term juries and sessional evaluation, pre-final and final submission dates of all subjects, vacation schedule, holidays as well as examination dates of in-sem, end-sem and sessionals. All Division, year and subject coordinators prepares class wise comprehensive timetable and comprehensive teaching plan mentioning curriculum delivery schedule as well as guest lectures, workshops, juries, site visits to impart in-depth knowledge and also places dates of submissions of all subjects avoiding overlapping.
- The classroom and studio teaching aim for experiential, exploratory and innovative teaching-learning process. Subject wise session and lesson plans are prepared by each subject teacher as a guideline to conduct lectures, studio, jury, practice tests and place dates of submissions
- Continuous Internal Evaluation (CIE) system: After NAAC Accreditation in 2018, SCOA has taken efforts to improve the performance of students through Continuous Internal Evaluation system to enhance quality of academic works, disciplined behavior and to improve the academic results of the students.
- Monthly/quarter progressive meetings are found successful in bringing parity of all divisions in keeping high standard of curriculum delivery, uniformity of scale, complexities of assignments, variety of ideas and experimentation.
- Teacher-guardians conduct parent-teacher meetings to discuss about progress of their ward, particularly for the students found with inadequate attendance and unsatisfactory academic performances and conduct meeting with all students periodically. Committees such as Parent-Teacher and Class Representatives prove helpful.
- The documentation is carried out simultaneously for syllabus completion, academic performances and attendance records at end of each semester. Academic works of high standard and co and extra-curricular works are documented and preserved digitally by taking photographs and are exhibited in college.

- In-sem examinations are conducted after 6th week as mandated by SPPU, for which timetable is declared and displayed on the notice board and the examination is conducted in accordance to the set norms of the SPPU.
- Outcome Based Education (OBE) System is implemented: as per **PO PSO CO**

RESULT ANALYSIS (SPPU exam of Oct-Nov 2018)

<i>Sr . No.</i>	<i>Class</i>	<i>Distinction</i>	<i>First Classes</i>	<i>Higher second class</i>	<i>Second class</i>	<i>ATKT</i>	<i>Fail</i>	<i>Total no. of students appeared</i>	<i>Passing (All Clear) %</i>
1	First Year	97	5	12	-	37	5	156	97%
2	Second Year	35	28	4	1	78	18	164	89%
3	Third Year	6	35	17	6	68	12	144	92%
4	Fourth Year	5	26	27	1	69	17	145	88%
5	Fifth Year	12	63	34	9	12	3	133	89 %

Result



Result analysis

<i>Plan of Action</i>	<i>Quality Enhancement strategy</i>
Result analysis: <ul style="list-style-type: none"> • subjects with more ATKT identified & emphasized for extra attention 	<ul style="list-style-type: none"> • Remedial extra lectures for critical subjects conducted • Monthly meeting of progressive academic and attendance performances • Lesson, Session Plans followed for all subjects as per Academic calendar

Criterion III: Research, Innovation & Extension

- Funded research: Faculty are applying for SPPU sponsored research projects
- PhD center: SCOA is trying to re-establish the center by encouraging faculty to become eligible for PhD guide as per SPPU norms.
- Research Publications in the Journals: Faculty and students are encouraged to participate in conferences and to publish research papers. Faculty members are sponsored for the same.
- Workshops/Seminars: A number of workshops are planned to be conducted.

Criterion IV: Infrastructure and Learning Resources

- The college is offering the same courses without any additional intake for this year, hence, the existing area and facilities suffice the requirements of COA. SCOA is having Two Buildings and exclusive area in central library of total Area as 6114.17 sqm. located in a large campus of 35.45 Hectare with many colleges, hostels, mess & canteen, staff quarters, schools, sports, cultural and utilitarian facilities.
- Library is updated with new books, journals every year as per norm of COA.

Criterion V: Student Support & Progression

- Financial support: KBP Earn & Learn Plan of SPPU is in place for financial support from SPPU (75%) and from college (25%).
- Career counseling: Students benefited by guidance for competitive examinations and career counseling offered by the institution during the year
- Sports and cultural activities/ competitions: Susamvad team coordinate all activities organized in the college and also for participation outside activities.
- Alumni Engagement: Formal alumni meeting and informal get-together are arranged. The activities and events like special lectures, discussion on their field of expertise are arranged for guiding present students for choosing specialization to pursue post graduation and universities in India and abroad.

Criterion VI: Governance, Leadership & Management

- Internal Quality Assurance Cell (IQAC) meetings are held one in each semester. The strategies for quality improvement in tune with vision and mission of the institute are discussed and parameters are formulated. All academic planning of IAMC follows IQAC strategies and systematically lay down before commencement of the term keeping practical knowledge as focused as well as overall personality development of the students.
- Internal Academic Monitoring Committee (IAMC): It is the most active body constituted with all fulltime teaching faculty. The principal being the head of institution conveys management's vision and policies with faculty regularly. Continuous academic evaluation is monitored through monthly or quarter meetings in each semester. The principal, HODs, Division, Year and Subject coordinators holistically evaluate curriculum delivery, attendance records and progressive academic performances of students, examination, co & extra-curricular activities and reports are sent to parents. semester commencement, 3 to 4 quarters, and conclusion meetings are conducted and records are maintained.
- Susamvad & Students Councils: The institute developed over the years a bottom-up system of holistic development of students by involving them from making proposals for co- & extra-curricular activities throughout the year, budgeting and financial provisions, implementation under leadership and participation to enhance personal development. The institute has a student council "SUSAMVAD" (which means 'better communication'), an elected body of students, teachers and non-teaching staff for 13 portfolios. Each teacher is being assigned to coordinate at least one portfolio and under their supervision a team of students organize various activities. The academic and activity calendar is prepared before the commencement of each semester for holistic delivery of curriculum with co & extra-curricular activities. There are two more students' councils; one at SPPU level and another at STES campus level, both are constituted with student members with coordinating faculty. SPPU students' Council members organize various university sponsored programs. At STES level, sports & cultural karandaks are organized where students and teachers of our college participate and take responsibilities to arrange.
- PTA and CR committees are also involved for college development

Criterion VII: Institutional Values & Best Practices

- Environment consciousness & sustainability: Various events are organized
- Human values & professional ethics: Various measures and events help to nurture the culture of practice of human values and ethical practices
- Code of conducts for various stakeholders: Code of Conduct for students, faculty and staff are formulated as part of SCOA Charter which is uploaded in the website.
- **Best practice 1: Exhibition of students works:** Every year a permanent annual exhibition of students' works is organized in the corridors of the college since inception of SCOA from 2000-01. The best academic works of the students are displayed and upgraded every year with new panels and the gallery is open along the corridor, where parents and aspirant candidates of architecture visit throughout the year. The exhibition is inaugurated by well-known architect or an expert from allied field. The chief guest presents his/her works as well as contribute with his valuable thoughts to the

students. The parents, alumni and other architecture colleges in the city are invited for attending the event. The exhibition is divided into two parts; students' works and theme panels.

- **Best practice 2: Architectural Study tours:** Every year study tours are conducted for First year to Third Year B. Arch. as compulsory for all students, and frequently for Fourth year B.Arch. and M. Arch courses. B. Arch. Study tours are linked with Architectural Design Projects, hence, designed progressively from smaller settlements in First year to high order urban areas in fourth year B. Arch. All study tours are divided into four parts: 1. pre-study of the area and context. 2. survey and study during visit, 3. post study tour report & documentation, and 4. Architectural Design project with context.
- **Institutional Distinctiveness**
 - Transparent, conducive and collaborative work environment to fulfill vision and mission
 - All round development: A bottom-up approach for curriculum delivery, Co & Extra-curricular activities
- 3. Future Plan of Action:** to develop as learning centre for Architectural and allied field education of excellence

All minutes are proposed by Prof. Kalpana Hadap and seconded by Prof. Priti Dhanwat.

Dr. Priyamvada N. Chitale
IQAC Coordinator

Dr. Banani Banerjee
Principal