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)
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Ref.: SCOA/ 2020-21/ 111A   6.10.20

The meeting for IQAC was organised on 6.10.20 at SCOA IQAC room after lockdown due to covid pandemic. The STES PEER TEAMS for each criterion guided the criterion coordinators of SCOA on 7.9.20. The minutes are as follows:

1. Summary of previous meeting (13.3.20) minutes & Actions taken

Criterion 1:
- Teachers Appraisal- Internal procedure for faculty appraisal to be carried out (at SCOA level), individual improvement records to be maintained.

Action: Appraisal not carried out due to current pandemic situation. The system will soon be worked out. Currently faculty appointments continued as per COA norms.
- All Feedbacks should be supported by Action taken report.

Action: Feedback system is upgraded using online Google forms, the summary of feedback is considered
- Employers' feedback- format to be created and can be attached with logbook.

Action: Online feedback forms are made, feedback also received.
- Soft Skills like Disaster Management, Nirbayakanya yojana can be added in Value added courses.

Action: Considered in AQAR 2019-20

Criterion 2:
- Extra lecture attendance record should be supported by a notice (call for extra lecture mentioning subject, date etc.)

Action: Online classes are been conducted since March, the information regarding classes is shared with students through the Whatsapp group.
- Academic calendar to be made semester wise mentioning all events, programs, holidays, exams, juries etc.

Action: Academic calendar with interactive sessions, commencement date, exam schedule is been prepared for 2020-21.
- Extra lecture attendance record should be supported by a notice (call for extra lecture mentioning subject, date etc.)

Action: Online classes are been conducted since March, the information regarding classes is shared with students through the Whatsapp group.
- Academic calendar to be made semester wise mentioning all events, programs, holidays, exams, juries etc.

Action: Academic calendar with interactive sessions, commencement date, exam
- Site Visit Report should be supported by: Notice, Report including photos, attendance, Outcome submission sample, permission letter to the authority, Visit completion report from authority.

Action: College is under the process of formalizing the system. Till date no site visit permitted/ not carried out.

Criterion 3
- Incubation Center: Can include help offered by college for startup, can be done with collaboration with SPPU.

Action: Working out on alternatives to strengthening incubation center.
- Industry sponsored project may include projects with Alumni.
  Action: The collaboration is in formation stage
- Project given to students can be live projects, competition, or projects proposed by government bodies.
  Action: In future will look out for opportunities.
- MOU- can include some industry allowing site visits or material study every year.
  Action: Few MOU's are in approval stage.
- Promote Education Partnership.
  Action: In future will look out for opportunities.
- INTACH, AESA, ICOMOS, NASA and FEED can be added in Professional Activities of Students.
  Action: Considered in AQAR 2019-20. Since March the above said bodies are not active.

Criterion 4
- Use of ICT facilities and Innovative Practices for Teaching

Criterion 5
- Extra-Curricular Activities: Sports and cultural activities / competitions & Extension activities: Due to pandemic following activities could not be organized or students could participate elsewhere

Criterion 6:
- Teachers Appraisal- Internal procedure for faculty appraisal to be carried out (at SCOA level), individual improvement records to be maintained.
  Action: Appraisal not carried out due to current pandemic situation. The system will soon be worked out. Currently faculty appointments continued as per COA norms.

2. MOM of meeting on 6.10.21

- **Upcoming Value Added Certificate courses by SCOA**
  - Architectural Portfolio Making to increase employability
  - Architectural Origami to Understand Structure
  - Roof Gardening

- **Feedback system**
  - Pre-pandemic: Till Lockdown March 23rd, last week left of Term II of academic year 2019-20
  - Pandemic time: Term II 2019-20 & Term I 2020-21
    All stakeholders i.e. students, parents, teachers and employers (students approaching for practical training semester IX) were made aware about

- **E-content of SCOA developed and uploaded in library website**
- Online teaching evaluation process adopted
- utmost care taken while reaching out online to complete syllabus of Term II 19-20, not affecting teaching and learning process of students
- SPPU online marks uploading of internal marks completed in the college by all concerned faculty in May 2020
- Trial online classes of Term I 20-21 commenced on 15th June for one and half months
- academic calendar for Term I of 2020-21 classes resumed as per SPPU calendar from 5.8.20
- Online ADP II (Thesis) viva was conducted on 18th and 19th September by internal and external examiners in the college and students in their own place

Feedback through Google forms, PTA, Alumni suggestions, interaction with senior Architects from the field

- **Online classes**
- teaching, juries, assessment, counselling, meetings through Google Meet, Zoom, Microsoft Edge, WhatsApp groups media
- Assignment, submission collection, assessment and Marking in Google Classroom in Google drive
- Google form for mock test, survey regarding availability of laptop/desktop, bandwidth etc.
- Final year Thesis viva and professional practice orientation
- Letters issued to Architects for recruiting final year students for practical training

- **Online meetings: Pandemic time**

  With Parents
  - Regular Online PTA meeting before the starting of session 2020-21 in July end
  - PTA meeting after first Quarter meeting to discuss defaulters' students

  With Faculty
  - Regular coordination Google meetings at different levels- Principal-HOD-Division Coordinator, Division wise, Subject wise, subject coordinators
  - Preparation of e-content at SCOA and SPPU levels

  With Alumni
  - Interaction meetings / phone call, letters of recommendations, posting of office vacancies on WhatsApp groups

  With students
  - Regular with Year, subject and Division coordinators and mentors

  - **Student mentoring system**

    During pandemic online mentoring, PTA, class discussions going on for issues like
    - network problem faced by students
    - lack of availability of computers for few students
    - fee payment – installments are accepted as per their convenience
    - attendance of students
    - academic performances

- **Students Internship**
  - Recommending internship students in hometown offices by contacting through personal contacts

Class / Course	No. of students for Internship	Period
B Arch	136	90 days
M Arch	18	40 days

- **Active MOUs**

Title	Company / Organization	Objective of MOU	Outcome of MOU
Software Learning Skills	Autodesk	Learning And Constant Update Of Software For Students	Skill Development And Enhancement

- **Faculty with PhD qualification**

a.	Total no. of faculty:	65
b.	Faculty with PhD:	3
c.	Faculty pursuing PhD:	5

- **Faculty associated with University work:**

a.	Various University bodies, BOS, Senate etc.	1
b.	Syllabus Preparation, Modification etc.	4

- **Upcoming activities:**
  - Webinar to be organized
  - Alumni activities

Strength & Weakness of the college

Strength	Weaknesses
conducive environment for teaching- learning	Alumni interaction
Holistic development of students	Collaboration
Research, Documentation, publication	
core values	

(Ar. Priyanka Chavan)　　　　　　　　　　　　　　(Dr. Banani Banerjee)
IQAC Coordinator　　　　　　　　　　　　　　　**Principal**