



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/ 45A

Date: 03.06.19

Notice for IQAC meeting

The meeting for IQAC has been called on 20.06.19 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. To set parameters and application of the same for setting quality benchmarks
3. 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
4. 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. Priyanka Chavan	Associate 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	Associate 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. Anushree Vaze	B. Arch. student
19		Mr. Pushkar Joglekar	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: 21.06.19

Minutes of IQAC meeting

The minutes of IQAC meeting held on 20.06.19 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 to be focused on OBEqualitative Evaluation system is to be 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">partial ERP system is already been in useonline 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 facultyfaculty pursuing phd get benefits in terms of leave and flexible timings
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 promotes research amongst faculty and students by keeping budgetary allotment for attending conferences etc. to present research

	more often and take up activities that will benefit students	one.
14	increase intake in existing PG programs	<ul style="list-style-type: none"> • Would be restoring original intake of 20 per course in coming years
15	Selected students' work should be documented, archived and disseminated	<p>Documented from UG & PG programs</p> <ul style="list-style-type: none"> • study tour reports • selected Dissertation • selected works of students
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

2. To set parameters and application of the same for setting quality benchmarks

- Facilitating the creation of a learner-centric environment conducive to promote quality education for participatory, experimental teaching-learning process
- Periodical conduct of Academic evaluation and Administrative Audit and its follow-up
- To develop an environment for academic research; organize conferences, workshops, seminars and participation
- To encourage self-evaluation, accountability, autonomy and innovations
- To collect and analysis of feedback from all stakeholders for quality evaluation and adaptation in policy
- Documentation of the various programs/activities leading to quality improvement
- To organize quality-related activities, including adoption and dissemination of best practices

3. Quality enhancement strategy – Criteria wise:

Criterion I: Curricular aspects

Curriculum Planning and Implementation

- Sinhgad College of Architecture (SCOA) offers undergraduate course of B. Arch. since 2000, two Postgraduate courses M. Arch. in Architectural Conservation and Computer Application, since 2006/07 and Doctoral studies since 2008 under Savitribai Phule Pune University (SPPU). All the curricula are designed by SPPU, as per the guidelines of Council of Architecture (COA). Our faculty members actively contribute being members of Board of Studies, SPPU and Syllabus Committees, Chairmen for various subjects. This academic year, 2015 Pattern syllabus was continued for all courses, which are structured in semester system and academic calendar was provided with dates of commencement and conclusion of semester and examination schedules.
- 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. Department is divided into four divisions with equal strength of students and faculty. Five-tier curriculum delivery system in B. Arch., composed of the Principal, Head of Department (HOD), Division Coordinators, Year and Subject Coordinators and four tiered postgraduate departments are in place. Each semester is divided with four quarters of one month duration for periodic evaluation. Teaching strategy is carried out taking two factors in mind; distribution of teaching load to the faculty as per their expertise, experience and preferences & teaching approach which is based on three components; theoretical base, demonstration projects and topical research for most of the subjects. Division coordinators prepare academic schedule, distribute teaching workload, appoint visiting faculty, monitor year and subject coordinators and implement all necessary activities. The year coordinators monitor implementation of syllabus, progressive assessment, conduction of examinations and remedial/ improvement classes, also counsels as mentor or Guardian-teacher of the respective classes and involve parents for progress of their wards, along with the class and subject coordinators. The subject teachers make detailed Session Plan for entire semester and Lesson Plan for each assignment, keep attendance records, conduct juries, arrange co-curricular activities as workshops, site visits, guest/expert lectures for interactive, innovative and experiential curriculum delivery to enhance teaching. Division, year and subject coordinators jointly make progressive and semester-end

assessment, keep record of attendance academic performances of the students, implementation of syllabus and send reports to parents periodically.

- 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.

SCOA faculty contributed in Curriculum development at SPPU in 2018-19		
1	Dr. Vaishali Latkar, HOD, M. Arch. (Architectural Conservation)	became member of BOS in Architecture
2	Dr. Priyamvada Chitale, HOD, B.Arch.	became member of 2019 Pattern Syllabus Committee of BOS & Coordinator for "Building Technology & Materials and Theory of Structure" subjects
3	Prof. Kalpana Hadap, Division Coordinator, B.Arch. Div A	became member of 2019 Pattern Syllabus Committee for "Architectural Design & Principles of Architecture" subjects
4	Prof. Priti Dhanwat, Division Coordinator, B.Arch. Div C	became member of 2019 Pattern Syllabus Committee for "History of Architecture" subject
5	Dr. Banani Banerjee, Principal	became member of 2019 Pattern Syllabus Committee for "History of Architecture" subject
6	Er. Dakshayani Shete, Assistant Professor	became member of 2019 Pattern Syllabus for "Building Technology & Materials and Theory of Structure" subjects

Choice Based Credit System (CBCS):

- As all the courses in the college are under the affiliation of SPPU, no new Certificate or Diploma courses are offered. The syllabus of SPPU offers Credit System, not Choice Based Credit System for B. Arch as well as for M. Arch.
- But academic flexibility is given in Elective subjects from Third Year B. Arch. onwards, where choice of topics is offered in this year as:

Elective	Semester	Year	Topics
B. Arch.			
Elective I (Interior Design)	Semester II	Third Year B. Arch	Interior Design
Elective II (Design, Technology)	Semester I	Fourth Year B. Arch	Architectural conservation & Computer Application
Elective III (Allied)	Semester II	Fourth Year B. Arch	Architectural Journalism Photography
Elective IV (Management)	Semester II	Fifth Year B. Arch	Project Management
M. Arch. (Architectural Conservation)			
Elective I	Semester I	First Year M. Arch	Photoshop
Elective II	Semester II	First Year M. Arch	GIS mapping
Elective III	Semester III	Second Year M. Arch	Heritage Economics
M. Arch. (Computer Applications)			
Elective I	Semester I	First Year M. Arch	Colloquium
Elective II	Semester II	First Year M. Arch	Robotics & Embedded system
Elective III	Semester III	Second Year M. Arch	GIS mapping

Internship

- In Ninth semester of Final year B. Arch., 129 students completed 90 days practical training in architectural offices as per requirement of syllabus, and 28 (14+14) students completed practical training of 40 days in M. Arch.

Feedback

- We have a formal system to obtain feedback from Students, Teachers, Alumni, Parents and Employer. Receiving feedback from your students about teaching helps to identify and meet the needs of students, and helps in improving quality of teaching. For seeking feedback from students, few guidelines were followed as anonymity: allowing students to give feedback anonymously so that honest feedback could be obtained, explaining to students before conducting survey about importance of feedback to benefit their teaching-learning process. The student feedback was obtained through first-hand manually questionnaire at the end of academic year/ semester with an extensive range of teacher on teaching centric queries with parameters such as Time Sense, Subject command, Evaluation and Helping Attitude, subject wise completion of syllabus, understanding of subject from teacher, explanation of subjects, fairness in assessment etc. Each subject teacher was evaluated on the scale of 5, ranging from 1 = Very Poor to 5 = Excellent. The number of respondents from each class was randomly chosen of minimum half of its strength, and confidentiality of students' identity was maintained strictly. SCOA follows a student-centric teaching-learning system; hence this feedback was taken into consideration in improving the quality of teaching and satisfaction of the students.
- Faculty members performing satisfactorily are encouraged to take initiatives as per their interests and to lead as each subject is taught by a team of experienced, new teachers from both core & visiting faculty to enhance teaching-learning experience. The faculty members with average or unsatisfactory performances and newly joined faculty members were given opportunities to enhance their teaching by sponsoring from college to participate in teachers' induction programs, TTP (Teacher Training Program), etc. In case of successive poor performances, periodic warnings are notified and no such cases occurred in this year.
- Teachers uploaded on-line self-appraisal report in end of academic year for the period from June 2018 to May 2019, where parameters are set by the management on adherence of conducting classes for each subject as per syllabus requirement and teaching load distribution as per norms for different cadre, research undertaken & publication, coordination of co & extra-curricular activities, administrative responsibilities, etc. Based on grade points achieved by each faculty, continuation of service, increment, promotion was decided by the management. Less than 40 points grade is considered as unsatisfactory performance and warnings given by the management. But none in SCOA faculty received unsatisfactory feedback from the management.
- Alumni feedback from students completed their B. Arch. course this year were taken during the Annual Alumni Meet. Their suggestions are incorporated and are taken into consideration.
- An Annual Parent-Teacher Committee meeting took place at the end of academic year and their feedback was considered in internal policy making.
- The college is in the process of implementing on-line feedback system from students, parents and alumni.

Criterion II: teaching-learning and evaluation

Number of Students: 2018-19

- Admission in First Year
B. Arch.: 158 students admitted in B. Arch. out of 160 intake capacity
M. Arch. (Architectural Conservation): 10 students out of 10 intake capacity
M. Arch (Computer Applications): 8 students admitted out of 10 intake capacity
Total: 176
- Total students enrolled in this year in college in all years:
B. Arch. 739 students (I to V years)
M.Arch (AC): 22 students (I & II Years)
M.Arch.(CA): 24 students (I & II Years)
Total: 785 students

- Admission 2018-19

Admission 2018-19			
		B. Arch.	M. Arch.

1	Boys	87	13
2	Girls	70	5
3	OMS	17	-
4	Total	157	18

- **Number of Faculty (existing & new): for B. Arch. & M.Arch.**

1. Fulltime faculty:

- Requirement (as per COA 2017 Draft norms): 65 (Principal, 7 Professor, 15 Associate Professor & 42 Assistant Professor).
- Existing Fulltime faculty: 53 (47 in B. Arch. & 6 in M. Arch.)
- New: 4 (2 Associate Professor & 2 Assistant Professor appointed in June 2019 against 12 vacancies)
- Total: 57 (rest are to be appointed shortly)

2. Visiting Faculty: 49

3. Total number of faculty (fulltime & visiting): 106

- **Mentor: Mentee ratio 1:40**

- Year / class coordinators are the Guardian-teacher / mentor of each class

- **Awards achieved by teachers:**

Awards / Achievement of faculty		
	Faculty	Awards / Achievements
1	Dr.Banani Banerjee, Principal	was felicitated on women's day celebration by IIA, Pune Chapter on 3.3.19
2	Dr.Vaishali Latkar, HOD-M. Arch (AC)	became Executive committee member of INTACH

ICT (Information & Computer Technology):

- All faculty members including fulltime and visiting used ICT for teaching. E-learning sources available in the library as e-books & journals are used by all.
- All classrooms are equipped with ICT tools as LCD projector, screen, computer, wifi, etc., one of which with fixed sound system, in other rooms arranged with portable system whenever necessary.
- All studios are also equipped with display panels, and for arrangement of ICT with portable equipments whenever necessary.

Adherence to Academic calendar:

- 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.

Academic Calendar of SPPU 2018-20			
	Semester	date of commencement of Semester	date of conclusion of Semester
Semester I			
B. Arch.	First Year	01/08/2018	16/11/2018
	Second to Fifth Year	15/06/2018	05/10/2018
M. Arch.	First Year	16/08/2018	30/11/2018
	Second Year	02/07/2018	07/12/2018
Semester II			
B. Arch.	First Year	17/12/2019	12/04/2019
	Second to Fifth Year	29/11/2019	29/03/2019
M. Arch.	First Year	17/12/2019	12/04/2019
	Second Year	17/12/2019	12/04/2019

- 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.

- 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. 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.
- The students are provided with this schedule at the time of commencement of each semester

Programme Name	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year-end examination
B. Arch	Semester-II (2015 pattern)	13/4/19	28 June 2019 (2015 pattern)
B. Arch	Semester IV (2015 pattern)	30/3/19	28 June 2019 (2015 pattern)
B. Arch	Semester VII (2015 pattern)	30/3/19	28 June 2019 (2015 pattern)
B. Arch	Semester -III (2008 pattern)	30/3/19	5 July 2019 (2008 pattern)
B. Arch	Semester VIII (2015 pattern)	30/3/19	28 June 2019 (2015 pattern)
B. Arch	Semester IV (2008 pattern)	30/3/19	5 July 2019 (2008 pattern)
B. Arch	Semester X (2008 pattern)	30/3/19	5 July 2019 (2008 pattern)
M. Arch	M. Arch (AC & CA) Semester-II	20/4/19	10 July 2019
M. Arch	M. Arch (AC & CA) Semester IV	6/4/19	10 July 2019

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 behaviour and to improve the academic results of the students. In B. Arch course, students need to complete assignments in three categories as Theory notes and Tutorials, Drawings and Models demonstrating design solutions and Research on topical issues. Continuous evaluation of academic work of students is carried out by emphasizing on progressive quality enhancement and grading the same throughout the semester. The semester is divided into four quarters and a progressive report is prepared at the end of each quarter on status of attendance and evaluation of completion and quality of academic works. Progress report is sent to the parents and discussed during Teachers-Parents (PTA) meeting.
- The examination of SPPU are categorised as per the nature of subjects like, written examination composed of in-sem and end-sem examination, viva, both written examination and viva, and sessional examination. For quality enhancement of performances in written papers, question banks are given, periodic practice tests are conducted under faculty guidance, feedback given based on the performances. Mid-term juries and evaluation are carried out for monitoring stage-wise performances, giving opportunities for improvement. Final internal assessment of the semester for each subject is carried out considering more on progressive performances. External examiner appointed by SPPU conducts the sessional and viva exam.
- Uploading of sessional-viva marks are done when the University link is opened.

Passing % of B. Arch & M. Arch (April-May 2018 exam)

Programme name	Number of students appeared in the final year examination	Number of students passed in final semester	Pass Percentage
B.Arch	135	98	72.59
M. Arch (AC)	13	11	84.61
M. Arch (CA)	13	10	76.92

Implementation of Outcome Based Education (OBE):

- **Teaching-learning of all subjects** are conducted as per objectives, lesson plan and session plan to achieve desired result. **PO PSO CO are set as:**
- **PO (PROGRAM OUTCOME) PROGRAM: ARCHITECTURE**
 - PO 1. Architectural Knowledge:** From traditional systems to ultra-modern trends imparted holistically in terms of theory, practice and research
 - PO 2. Professional Competence:** Objective driven curriculum and facilitate to achieve competence for architectural profession
 - PO 3. Technological Knowhow:** ability to comprehend and use technology needed in architectural profession
 - PO 4. Commitment to the society:** Crafting sensible and responsible architects for future
 - PO 5. Sustainable Approach:** Understanding the impact on environment & sustainable measures
 - PO 6. Architectural Ethics:** Imbibe values of ethical practice in profession and research
 - PO 7. Collaborative work culture:** development of team work and leadership skills
 - PO 8. Communication skills:** Developing intellectual, personal and professional abilities through effective communicative skills and use of advanced tools & technology to engage in life-long learning and for multi-disciplinary researches
- **PSO (PROGRAM SPECIFIC OUTCOME)**
 - PROGRAM: ARCHITECTURE (SPECIFIC TO COURSES: B ARCH & M. ARCH.)**
 - PSO 1.** Apply the knowledge of natural condition of site and environment, history and cultural context, building material, construction techniques and services, structural mechanics and building economics to design buildings rationally for user and environment friendly
 - PSO 2.** Apply creative ideas, principles, theory rationally
 - PSO 3.** Apply appropriate methods, media, modern technology to resolve architectural and multi-disciplinary researches
 - PSO 4.** Adhere to professional ethics and serve the society as sensible architect and socially responsible citizens
 - PSO 5.** Skill development for communication and collaborative works
- **CO (COURSE OUTCOME) COURSE: B. ARCH.**
 - CO 1.** Comprehensive knowledge for designing buildings in physical and cultural context
 - CO 2.** Ability for creative thinking and innovative design ideas
 - CO 3.** Understanding of fundamental principles of structural behaviour of a building
 - CO 4.** Knowledge of building materials, technology and services
 - CO 5.** Awareness of sustainable practice of building design
 - CO 6.** Capability in calculation of cost estimation of architectural projects
 - CO 7.** Ethical practice code laid down by COA needed for Architectural Practice
 - CO 8.** Ability to choose area of specialization or practice with respect to one's interest
 - CO 9.** Sensitivity in design for inclusivity, equity, environment, diverse cultures, and heritage
 - CO 10.** Training on communication skills in graphical, verbal, textual and digital media
- **CO (COURSE OUTCOME) COURSE: M. ARCH (COMPUTER APPLICATIONS)**
 - CO 1. Knowledge of Computer Application:** Knowledge of computer applications in Advanced Architecture design processes is imparted holistically.
 - CO 2. Professional Competence:** The curriculum is objective driven and facilitates to achieve competence for Architectural profession.
 - CO 3. Collaborative Work Culture:** Teaching system follows the culture of team work and inculcates leadership skills.
 - CO 4. Communication Skills:** Training to excel in expressing architectural works through Graphical, Verbal, Textual and Digital skills.
 - CO 5. Sustainable Approach:** Understanding the impact on environment and crucial role of an architect towards sustainable methods, an integral part of the curriculum.
 - CO 6. Commitment to the Society:** Crafting responsible & sensible Architects for the future.
 - CO 7. Architectural Ethics:** The course helps to make students aware and develop moral responsibilities of architectural practice for not only to build buildings but to build the Nation.
- **CO (COURSE OUTCOME) COURSE: M. ARCH (ARCHITECTURAL CONSERVATION)**
 - CO 1. Architectural Knowledge:** The curriculum equips the conservation professional with technical as well as managerial skills. His role ranges from a conservation architect, conservation planner to heritage manager with sound philosophical base.

CO 2. Professional Competence: The curriculum is objective driven and sound technical knowledge making the student competitive and can compete in the profession.

CO 3. Collaborative Work Culture: Teaching system follows the culture of team work which imbibe leadership skills within the students.

CO 4. Communication Skills: Students are trained to achieve good Graphical, Textual, and Managerial skills with strong philosophical base.

CO 5. Sustainable Approach: Understanding nature, sustainable development is crucial. Heritage as a tool for sustainable development is an integral part of the curriculum.

CO 6. Commitment to the Society: Good sound and successful conservation architects are the desired outcome of the course.

CO 7. Architectural Ethics: The students develop good moral responsibilities during the course. Students not just contribute in the field of conservation but a good sensible and ethical conservation architect and a person in created through the course.

Student Satisfaction Survey (SSS):

- SCOA has designed questionnaire on overall institutional performance based on following parameters, which were evaluated in 5-likeart scale of satisfaction as:
 1. Satisfaction with the Teachers and Teaching method in the Institute
 2. Satisfaction with the internal teachers' evaluation of academic works
 3. Initiative of the institute in co-curricular and extra-curricular activities
 4. Satisfaction with the mentor's role to follow up the progress of the students
 5. Satisfaction with the facilities of library as books, journals, e-sources, internet facility
 6. Satisfaction with the quality of Physical Infrastructure of the college
 7. Satisfaction with the co-operation of the administrative staff of the college
 8. Satisfaction with the ICT (Information & Computer Technology) tools and facilities of the college

Criterion III: Research, Innovation & Extension

- **Funded research:** This year one project Projects sponsored by the University of Ar. Anuja Inamdar of total funding amount of Rs. 2,00,000. Detail of project: Analysing DCR in TOD zones for iimpact on residential development: Case of Pune city.
- **Workshops/Seminars Conducted:** M. Arch. (CA) arranged a three-day hands-on and self-financed workshop "PERPLEX" from 4th to 6th February, 2019 for students of M.Arch. as well as undergraduate courses. A total number of 27 participants participated from SCOA and other colleges.
- **As incubation centre is not a very relevant concept in architecture program, SCOA support alumni to prosper in their career building.** AESA (Architects Engineers Surveyors Association) in Pune sponsored two alumni of 2018 batch of B. Arch. Ar. Lokesh Kadam & Ar. Mandar Khele to attend conference by AWMUN (Asia World Model United Nations) at Bangkok from 30th January to 2nd February 2019. It was recommended by the principal.
- **Research Publications in the Journals:** Two in international journal and 2 in national journal, 2 books published by faculty of M Arch (AC)

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index
Zero Carbon Footprints: A Sustainable solution for modern buildings	Dakshayani Pramod Shetye	Engineering Sciences International Research Journal Volume 6, Special Issue	Sept 2018	8.01
Bhattarak Traditions and development of Jain Religious architecture	Ar.Pranoti Lad, Dr. Abhijit Natu	Conversations in Conservation, SHADEEP	Feb 2019	
A Classical Discourse of research methodology from	Dr. Banani Banerjee	SCOPE	25 th October	

Philosophical Standpoint: Need to know to claim Knowledge				
Cultural Landscapes of Kanheri Caves	Ar. Poorva Patil	ICOMOS	Dec 2018	
Documentation of historic paper settlement of Kaghazipura, Aurangabad, maharashtra	M.Arch, SCOA	INTACH	Nov 2018	

- Attended Seminars/ Workshops

No. of Faculty	International level	National level
Attended Seminars/ Workshops	07	08
Presented papers	06	03
Resource Persons	01	02

- Attended COA TTP 2018-19 by faculty

Names of faculty attended COA TTP 2018-19 (SCOA sponsored)			
No	Names of faculty attended	Title of QIP/TTP	Date
1	Prof. Nalini Naiknimbalkar	Architecture & Planning of Urban Spaces for the Elderly At DYPSOA, Lohgaon, Pune	16/07/2018 to 20/07/2018
2	Prof. Priti Dhanwat	Architectural form and expression-analysis Synthesis and Design tools At Ayojan SOA, Dist. Pune	26/11/2018 to 30/11/2018
3	Prof. Manjusha Gokhale	Architectural form and expression-analysis Synthesis and Design tools At Ayojan SOA, Dist. Pune	26/11/2018 to 30/11/2018
4	Ar. Manjusha Zalte	Application on Energy Efficiency Concepts in Architecture Pedagogy At BNCA, Pune	10/12/2018 to 14/12/2018
5	Prof. Kalpana Hadap	Documentation and Beyond At Cochin	28/01/2019 to 01/02/2019
6	Ar. Asmita Kale	Advanced Architectural Theory At COA-TRC, Pune	28/01/2019 to 01/02/2019
7	Ar.Kavita Patil	Learning Research in Landscape and Conservation Architecture At SKNCOA Pune	25/02/2019 to 01/03/2019
8	Ar.Pallavi Patil	Learning Research in Landscape and Conservation Architecture At SKNCOA Pune	25/02/2019 to 01/03/2019
9	Ar.Anita Kavathekar	In Transit :an Integrated Design Approach for Transport Corridors At Bangalore	25/02/2019 to 01/03/2019
10	Ar. Renuka Devi	Urban Climate & Built Environment At Satyabhama Institute, Chennai	04/03/2019 to 08/03/2019
11	Dr. Priyamvada Chitale	Behavioral skills for teachers in Architecture At COA-TRC, Pune	24/06/2019 to 28/06/2019

- Activities / Events organized in the college for Gender Sensitivity & Human Values

	Title of the Activities	Organising unit/ agency/ collaborating agency
1	For Women: Reward Me 18 th Dec 2018	Procter and Gamble SPPU Sponsored
2	For Women: Nirbhaya the power of being you	Dr. Nalini Patil , Principal SNTD

	7 th Feb 2019	SPPU Sponsored
3	For Women: Self Defense, 7 th Feb 2019	Mr. Sachin Ubale SPPU Sponsored
4	Disaster management: Fire fighting 5 th February 2019	Mr. Nilesh Karmarkar, NIDM, Fire Auditor SPPU Sponsored
5	Disaster management: proactive measures 6 th February 2019	Col. Supnekar, Director, YASHADA, SPPU Sponsored

- **Activities / Events organized in the college for Environmental awareness**

	<i>Name of the scheme</i>	<i>Name of the activity</i>
1	Swachh Bharat Abhiyan 15 th May-31 st July 2018	Swachh bharat summer internship program in Narhegaon, Pune
2	Environmental Conservation	Environmental Poster and display in STES campus at Vadgaon for Public awareness
3	Environmental Conservation, Plastic Free Surrounding	Exhibition and presentation of daily use plastic material and its best alternative materials at STES
4	Social initiative by students 14 th to 16 th Dec 2018	Wall painting in Palekar School, Karvenagar, Pune
5	Tree Plantation	Tree plantation at Taljai Hill

- **Exchange program: for sharing knowledge**

	<i>Nature of linkage</i>	<i>Title of the linkage</i>	<i>Name of the partnering institution/ industry /research lab with contact details</i>	<i>Department</i>	<i>Date</i>
1	Exchange studios	Urban conservation Joint Studio	IIT Roorkee	M. Arch. (AC)	20 th to 22 nd March 2019
2	World heritage Conference	Workshop at Udaipur	UNESCO, Maharana of Mewar	M. Arch. (AC)	17 th to 20 th October 2018
3	Training	On-job-training	Sri Design Lab	B. Arch.	

Criterion IV: Infrastructure and Learning Resources

- **Budget for infrastructure augmentation**

<i>Item</i>	<i>Budget allocation (Rs.)</i>	<i>Budget utilized (Rs.)</i>
Handicapped toilet	10,00,000.00	4,65,246.00
Furniture and fixture	1,00,000.00	3,78,190.00
Library books	1,00,000.00	53,477.00
Equipments	0	23,884.00
Total	12,00,000.00	9,20,797.00

- **Library service:** Library collection is continuously updated as per the collection development policy of library. Library collection is comprised of printed books, printed journals, digital collection, newspapers. A good collection of rare books and knowledge resources is available in the library. Every year audit takes place – this year on date --- by ---. Library is automated with Integrated Library Management System ILMS since 2005, Autolib version 1.0 installed.

Library books, journals						
<i>Items</i>	<i>Existing</i>		<i>Newly added</i>		<i>Total</i>	
	No.	Value	No.	Value	No.	Value
Text Books	1166	390376	127	32398	1293	422774
Reference Books	5810	8178894	243	131009	6053	8309903
e-Books	339	0	312	0	651	0
Journals	32	0	32	80521	64	80521
e-Journals	1254	0	1094	0	2348	0

Digital Database	K-Hub, Delnet, Science Direct, EBSCO	31860	0	0	K-Hub, Delnet, Science Direct, EBSCO	31860
CD & Video	1507	31242.32	162	0	1669	31242.32
Weeding (Hard & Soft)	105	43706	24	5767	129	49473

- Procedures and policies for maintaining and utilizing physical, academic and support facilities:**
 - Infrastructure requirements for teaching and learning at SCOA is in accordance with norms of COA. As the college is offering the same courses without any additional one this year, the existing area and facilities suffice the requirements. 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.
 - The Infrastructure sub-Committee looks after maintenance and enhancement of the existing facilities. At the end of each academic year, a yearly review of property and audit is done. Any such areas which requires repairing, refurbishment or renovation are then maintained accordingly. The purchase committee makes available of required equipments.
 - Facilities available like Cricket Ground, Playground, Amphitheatre, Swimming Pool, Gymnasium, Cultural Centre, Fruit Centre, Milk Parlour, Medical Store, General Stores and Clinic are available in the campus. There is also a dental hospital in the campus. In case of emergencies the campus has ambulances available for all.
 - In campus the roads and open spaces are cleaned and maintained regularly. Street lights are maintained by the estate office of Vadgaon Bk. Campus. The garden area is watered on a regular basis. There is ample parking places are available for both two & four wheelers. CCTVs are provided at important locations in college building and in the entire campus.
- Existing physical facility as per COA

		B. Arch.	M. Arch.	
1	Studios	17	4	ICT enabled teaching & learning spaces
2.	AV classrooms	8	With studios	ICT enabled teaching & learning spaces
3	Computer lab	2	1	
4	Specialized labs	6	2	Environmental, Model-making, Carpentry, Surveying, Language, Digital, Conservation
5	Material Museum	1		
6	Departmental Library			
7	Central Library			442.80 sqm
8	Admin area & Principal's cabin			
9	Faculty room			
10	IQAC room			
11	common room for Boys & Girls			
	Total area (sqm)	5452.09 sqm	526.08 sqm	6114.17 sqm.

Criterion V: Student Support & Progression

- Financial support from institution:** Under KBP Earn & Learn from SPPU, institute contributed 25% and 75% by SPPU to 9 students of Economically backward who needed financial assistance.

Financial support from	Name /Title of the scheme	Number of students	Amount in Rupees paid by institute
Institute	KBP Earn & Learn scheme of SPPU: 25% institution contributes and 75% SPPU	9	8,145.00

- Financial support from other sources:** There are a few state government schemes depending on caste, religion and parents' income available by students in the college for financial support. DTE schemes are 1. Financial aid for EBC (Economic Backward Class) students or known as Rajershee Shahu Maharaj Scheme, 2. For Minority students, 3. Panjabrao Deshmukh vasati Gruha Nirvaha Bharta Yojana (Hostel allowance scheme). Social Welfare Department or Samaj Kalyan gives financial support under FreeShip & Scholarship schemes for reserved category students. Apart from Government schemes, minority communities assist to few of our students of their respective religions (Jain & Muslim). All these financial assistances are helpful to our poor students for pursuing their education. The state level government schemes are as follows:

State Level Government Schemes /Title of the scheme	Number of students	Amount in Rupees
EBC(Rajershee Shahu Maharaj Scheme)	32	14,58,089.00
Minority	8	2,00,000.00
FreeShip (SWD/Samaj Kalyan)	145	1,07,37,851.00
Scholarship (SWD/Samaj Kalyan)	109	88,31,980.00
Panjabrao Deshmukh vasati Gruha Nirvaha Bharta Yojana	3	36,000.00

- Capability enhancement and development schemes:** Schemes such as Soft skill development, Remedial coaching, Language lab, Personal Counseling and Mentoring, Yoga & meditation etc. are conducted for overall self-enhancement as:

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Disaster Management Programme	5th February 2019	134	FIRE FIGHTING by Mr. Nilesh Karmarkar, Consultant for Fire Audit in NIBM at Seminar hall, STES, Pune
	6th February 2019	134	DISASTER MANAGEMENT by Col. V.N. Supnekar, Director YASHADA at Seminar hall, STES, Pune
Nirbhaya Kanya Yojana	18th December 2018	144	REWARD ME Programme by Procter and Gamble, Pune by Mrs. Prachi Jain & Mrs. Kranti Jungamwad
	7th February 2019	100	THE POWER OF BEING YOU by Dr. Nalini Patil, Principal, SNDT college of Education, Pune
	7th February 2019	102 girls	SELF DEFENCE by Mr. Sachin S. Ubale, Director Physical Education at Sinhgad College of Commerce
Vigilance Awareness week & Rashtriya Ekta Diwas (National Unity Day)	31st October 2018	96	Observed by All Teaching, Non-teaching staff & students. Pledge downloaded from pledge.cvc.nic.in, to commemorate the Birth Anniversary of Sardar Vallabhbhai Patel - the Unifier of India
Swachh Bharat/ Samarth Abhiyaan	Jul-18		All students & faculty participated & took a pledge to promote Green India, Clean India Mission launched by Govt. of India
	14th, 15th & 16th December 2018	94	Students of SCOA cleaned & painted G.R.Palkar Primary school at Karve Nagar, Pune
World Environment Day	5th June 2018	245	All Faculty of B.Arch. & M.Arch courses actively participated. An Exhibition of daily use plastic & its alternate material was arranged at SCOA Assembly

Soft Skill Development	13th August 2018	62	"Types of Softwares & their applicability", by Prof. Abhay Kulkarni, Proprieter, Archismart, Sinhgad Road, Pune
	24th Dec. 2018	55	"Power-point presentation skills", by Ar. Akshay Gandhi, AARHAM design solutions, Pune
	5th February 2019	76	"Digital Photography in Architecture", by Mr. Sumeet Shahane
Personal Counseling & Mentoring	2018-19	87	Dr. Banani Banerjee, Dr. P. N. Chitale, Prof. Manjusha Gokhale, Prof. Kalpana Hadap, Dr. Vaishali Latkar, Ar. Priti Dhanwat, Ar. Shruti Dandage and all Year coordinating faculty
Yoga and Meditation	21st June 2018	49	Dr. Hemant Jain from SCOP conducted the session
Language lab	2018-19	44	Mr. Sumeet Shahane, Mr. Yashank Shinde as Experts from Technical communication field
Remedial Coaching	2018-19	259	Er. Dakshayini Shete, Ar. Arthur Cutino , Dr. P. N. Chithale, Prof. Priti Dhanwat, Prof. Manjusha Gokhlale, Er. Rohit Labhshetwar, Ar. Kavita Patil, Ar. Asmita & others

- **Career counseling:** Students benefited by guidance for competitive examinations and career counseling offered by the institution during the year

Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counseling activities	Number of students who have passed in the competitive exam	Number of students placed
72	35	12	38

- Redressal of students grievance not reported
- Student progression in higher studies – attempted and cleared GATE, TOEFL, GRE, ILTES

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)		
Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
GATE	04	
TOFEL	01	
SEED	01	
IELTS	05	
Mah CET	03	

- Sports and cultural activities / competitions organised at the institution level during the year

<i>Activity</i>	<i>Level</i>	<i>Participants</i>
Box football (boys)	Inter Division B. Arch.	Rohan Pote, Vrushal Savla, Tejas Rokade, Omkar Shende
Box football (girls)	Inter Division B. Arch.	Prarthana Parate, Rutuja Lokhande, Vinaya Paigude, Pooja Lale, Amisha Kondhapure
KhoKho (boys)	Inter Division B. Arch.	Omkar Shende, Harsh Somani, Tushar Rangari, Tejas Rokade
KhoKho (girls)	Inter Division B. Arch.	Soniya Joshi, Shreya Garad, Ashwini Dhole, Madhura Kalelkar
Tug of War	Inter Division B. Arch.	Prashant khatwani, Sourabh Nikumbh, Suraj Andhale and team
On the Spot	Inter Division B. Arch.	Shruti Gupta, Samruddhi Dubal, Harshada Hikare, Manas Ghule and team
PubG	Inter Division B. Arch.	4 students per class

Mr. and Miss Sinhgad	Inter campus and Inter college	Apoorva Bhamare and Himanshu Subandh
Freshers Carnival	Campus level	All first year students
Farewell	College	All final and fourth year students

- Students achievements in NASA:

ZONASA at DY Patil College of Architecture, Ambi	Received Best college award	7 th to 9 th September 2018
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- awards/medals for outstanding performance in sports/cultural activities

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
December 2018	Maidan-E-Jung	Inter Collegiate organised by Allana College of Architecture, Pune	Cricket	-		Hemant Chaudhari and team
January 2019	Shear Force	Inter Collegiate organised by PVP COA, Pune	Football	-		Akshay Jathar, Sparsh Jaiswal and team
January 2019	NEON Karandak	Inter College and Inter Campus	-	Fashion Show		Siddhi Zawar, Sonia Potdukhe and team
January 2019	BNCA Street Play	Inter college level (2 nd winner)		Street Play		Parag Dhomse, Tushar Kolekar and team

Alumni Engagement

- Alumni Association of Sinhgad College of Architecture was established on 14th of June, 2004, the same day as the very first batch entered the final year of B. Arch. Course and formally registered in 2018. The governing body of Alumni association is constituted under the leadership of Prof. M. N. Navale, President, STES and Dr.(Mrs) Sunanda M. Navale, Secretary, STES, others members include Principal and alumni from B. Arch., M.Arch., and PHD departments. The objectives of the Alumni Association are as; 1.To create a life-long bond between the college and its alumni, 2. To involve alumni for college development, 3. To mentor students for their career development, 3. To support functioning of the “Placement Cell”, 4. To grant scholarships / monetary assistance to deserving students and for institute development, 5. Feedback for considering their suggestions in making and revising policy for benefit of students and college.
- The activities and events include special lectures on their field of expertise, discussion with present students from their experiences for choosing specialization for post graduation and universities in India and abroad to pursue the same, formal alumni meeting, informal get-together or alumni meet where they get an opportunity to meet with their seniors as well as successful people from the profession.
- The farewell function was arranged on 11th March 2019 for outgoing students (Fifth year B. Arch & Second year M. Arch), where the principal and other faculty addressed about 1. Mandatory requirement for registering in Council of Architecture as soon as they receive Degree certificate particularly to B.Arch. alumni, 2. Importance of morality and ethical practice to save environment and for benefit of the society, 3. Responsibility to make alma mater proud of alumni.
- Two numbers of alumni meet were organized, one in each semester.

Alumni Meet / Lecture 2018-19		
Semester I 12.10.18	Ar. Mugdha Kulkarni	Presentation on her Thesis of M. Arch.
Semester II 12.03.19	Alumni meet	Meeting & Informal Get together

- Many alumni joined every year as faculty member, 2 joined as visiting faculty in this year. The contribution from such faculty in overall development of college is commendable in terms of enhancement of quality of teaching, learning evaluation, research and administrative works for overall college development. In following year, more number of alumni are expected to join as teaching faculty.
- A total of 148 alumni enrolled out of which 125 in B.Arch. & 23 from M. Arch. in 2018-19 making total alumni of 1122. A donation of. Rs. 17,901.70 from alumni was extended to college for buying a sound system and furniture.

NO OF ALUMNI AT SCOA					
	YEAR	B. Arch.	M. Arch.	PhD	TOTAL
1	2005-06	10	-	-	
2	2006-07	26	-	-	
3	2007-08	39	-	-	
4	2008-09	28	3	-	
5	2009-10	34	5	-	
6	2010-11	41	2	-	
7	2011-12	38	5	-	
8	2012-13	38	4	-	
9	2013-14	90	9	-	
10	2014-15	80	11	-	
11	2015-16	70	13	-	
12	2016-17	122	15	3	
13	2017-18	142	8	2	
14	2018-19	127	9	-	136
15	2019-20	125	23	-	148
	TOTAL	1010	107	5	1122

Criterion VI: Governance, Leadership & Management

Vision & leadership:

- Decentralization under a tier system of administration & curriculum delivery: The STES management encourage its institutions/colleges to achieve excellence in academics and administrative fields. The administrative framework is structured in two tiers under the leadership of Prof. M.N.Navale, Founder President of STES. The Governing Body (GB) is the apex committee, constituted with management representatives, GOM, DTE & SPPU nominees and the Principal as the member Secretary. The next layer College Development Committee (CDC) is constituted under the leadership of the president, STES, management representatives, principal, senior faculty of SCOA and non-teaching staff. There are four sub-committees to decentralize the activities with similar members as CDC, as 1. Finance Committee, 2. Purchase Equipment Committee, 3. Staff Selection Committee and 3. Building Committee. The process of proposal of all kind, budget, audit, etc. are reviewed and approved through periodic meetings once in each semester. The records of the meetings as agenda, actions taken, minutes are maintained for both.

GB, CDC, Sub-Committee meetings 2018-19		
Date	Meeting 1 Friday 19th October 2018	Meeting 2 Monday 13th May 2019

GOVERNING BODY

GOVERNING BODY OF SCOA		
1	Prof. M. N. Navale Founder President, STES	Chairman
2	Dr. (Mrs.) Sunanda M. Navale Founder Secretary, STES	Member
3	Mr. Rohit M. Navale Vice-President (HR), STES	Member
4	Mrs. Rachana Navale Ashtekar Vice-President (Admin), STES	Member

5	Dr. Arvind V. Deshpande Director, STES	Member
6	Prof. M. G. Bhat Director (Engineering), STES	Member
7	Nominee, DTE, Maharashtra State	Nominee
8	Nominee, SPPU	Nominee
9	Nominee, Govt. of Maharashtra	Nominee
10	Dr. Banani Banerjee Principal, SCOA	Member-Secretary

COLLEGE DEVELOPMENT COMMITTEE

COLLEGE DEVELOPMENT COMMITTEE OF SCOA		
1	Prof. M. N. Navale Founder President, STES	Chairman
2	Dr. (Mrs.) Sunanda M. Navale Founder Secretary, STES	Member
3	Mr. Rohit M. Navale Vice-President (HR), STES	Member
4	Mrs. Rachana Navale Ashtekar Vice-President (Admin), STES	Member
	Shri. G.K. Shahani	Member
5	Dr. Arvind V. Deshpande Director, STES	Member
6	Dr. P.N.Chitale Professor, SCOA	Member
7	Dr. Vaishali Latkar Professor, SCOA	Member
8	Prof. Kalpana Hadap Professor, SCOA	Member
9	Prof. Priti Dhanwat Professor, SCOA	Member
10	Prof. Manjusha Gokhale Professor, SCOA	Member
11	Mrs. Sayali Shivarkar Asst. Registrar, SCOA	Member
12	Student	Member
13	Dr. Banani Banerjee Principal, SCOA	Member-Secretary

- Internal Academic Monitoring Committee (IAMC) 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. 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.

IAMC Quarter / Monthly meetings in 2018-19			
Semester I		Semester II	
Quarter	Date	Quarter	Date
Semester Commencement meeting	1.6.18	Semester Commencement meeting	29.11.18
Quarter 1	5.7.18	Quarter 1	3.1.19
Quarter 2	28.8.18	Quarter 2	1.2.19
Quarter 3	12.9.18	Quarter 3	1.3.19
Quarter 4	19.10.18	Quarter 4	22.3.19

Semester Conclusion meeting	30.10.18	Semester Conclusion meeting	29.4.19
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- 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.

SUSAMVAD COMMITTEE 2019				
	Portfolio	Faculty Coordinator	Main coordinator (3 rd Year B. Arch)	Junior Coordinator (2 nd Year B. Arch)
1	Susamvad (GS)	Prof. Manjusha Gokhale	Abhishek Jain	Gajanan Bhamare
2	Treasurer	Prof. Priti Dhanwat	Ajinkyaraj Ghodnadikar	Abhishek Jadhav
3	Cultural	Ar. Lina Jain	Eesha Shendkar	Manas Ghule
4	Exhibition	Ar. Anuja Inamdar Ar. Mugdha Kulkarni	Samrudhhi Dharmadhikari	Shreesha Bidkar
5	Sports	Ar. Kirti Bajare	Nishank Chowatia	Tejas Kale
6	Seminar	Ar. Asmita Kale	Anushree Vaze	Vaishnavi Bhimapalli
7	Workshop	Ar. Asmita Kale	Kinjal Bhojani	Aishwarya Awchar
8	Mural	Ar. Anuja Inamdar	Vivek Ajmire	Vaidehi Dangore
9	Wall Magazine	Ar. Neha Anwane	Rashmin Kale	Omkar Jagtap
10	Photography	Ar. Shruti Dhandage	Adarsh Dashpute	Saish Dhimate
11	Library	Ar. Trishna Mahadkar	Rachita Shinde	Shantanu Barolia
12	Ladies Representative	Dr. Vaishali Latkar Prof. Kalpana Hadap	Ruchika Salunkhe	Sonal Chavan
13	NASA	Ar. Tanmayee Panse	Nalin Jain (U Sec)	Suraj Jangid (UD)

- This year activities organized by Susamvad committee as:

	Event	Organized By Susamvad Coordinators
1	BURNOUT 2019 Title: “Turn Our Studios into Playzones” Date: 5 th & 6 th February, 2019 Inter-Division Indoor Sports competition for B.Arch. students	The venues were in Multipurpose hall, Assembly hall, courtyard and corridors. All the matches were scheduled from 2pm to 6 pm filled with high sporting caliber all the winners being declared. The main motive of increasing interaction among the students was successfully achieved. The games were: 1) BOX FOOTBALL 2) KHO-KHO 3) TUG OF WAR 4) ON THE SPOT GAME 5) PUBG.
	Annual Exhibition Title: Retrospective 2019 Wall magazine Prize Distribution Photography competition Date: 13 th & 14 th February 2019	The Exhibition was divided into two parts, students works and theme panels. The theme of the exhibition was retrospective learning from selected architects who had been awarded the Pritzker Prize. The Exhibition was inaugurated by Mr. Pratap Jadav, National President of IIID. He presented his works as well as contributed with his valuable thoughts to the students. Annual prizes for academic and other activities were distributed at the hands of the chief guest, he also judged the winner of photography competition.
	Annual Magazine Title: Abhivyakti 2019	Annual magazine was published by the editorial team and was uploaded in the website.
	Quiz competition Title: Quiz 2019 Date: 24 th June 2019	An inter-division of B.Arch. students’ competition to test knowledge of architecture and to create a culture of such academic endeavor.
	Farewell Date: 11 th March 2019	A farewell function arranged for final year students of B.Arch. & M.Arch.

- 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 takes responsibilities to arrange.

Financial management & resource mobilization

1. **Income:** Only income is the collection of tuition fees from students
2. **Budget:**
 - a. Annual budget for allotment of funds is prepared by the Finance sub-committee of SCOA and approved by STES committee
 - b. Half yearly review of Budget for expenditure is prepared and get approval from STES committee
3. **Audit:**
 - a. Internal audit: STES audit committee reviews income, expenditure, purchase, dead stock register, salary & remuneration, income tax and other benefits like Provident Fund, Group Insurance Schemes, etc. meticulously as per rule. Transparent and accurate report is send by the committee to the college, and SCOA comply their suggestions if any, at the earliest.
 - b. External audit is made by an external agency to authenticate and validate balance sheet.
- 4.

Quality improvement strategies adopted by the institution: Strategy Development and Deployment

5. **Curriculum Development**
The Undergraduate course (B.Arch) and Postgraduate courses (M.Arch) offered by the college follow the curriculum and academic calendar of SPPU, where our senior faculty members contributed. 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, to give exposure through site visits, case studies, workshops, guest lecturers etc. with classroom and studio teaching as part of experiential, exploratory and innovative teaching-learning process.
6. **Teaching and Learning**
A student centric learning environment creation is the mission of SCOA. There is a systematic method developed over the years and followed every year with revisions and refinement whenever necessary. Teaching-learning continues simultaneously with evaluation and improvement. Subject teachers deliver syllabus as per Session and Lesson plans, evaluate attendance and academic performances progressively. In a hierarchical system, Year & Division coordinators, HOD and principal supervise and execute various measures as remedial classes, extended studios and practice tests. Feedback of students and teachers' training programs are encouraged for effective implementation and sustenance of quality of teaching learning.
7. **Examination and Evaluation**
All examinations are conducted by SPPU as per academic calendar. SCOA implements progressive evaluation of sessional works and at the end of each semester internal marks are finalized by subject teachers. College Examination Officer (CEO) along with an internal committee coordinates meticulously all examinations as theory paper; in-sem at college & end-sem of SPPU and sessional and viva which are carried out by both internal and external examiners appointed by the university. Theory examinations are evaluated at Centralized Assessment centre of the university. Result, scrutiny and revaluation of marks are conducted by SPPU.
8. **Research and Development**
Research is a tool for building knowledge enhancing teaching and learning in an institution. Faculty members are encouraged to pursue research by sponsoring to participate in conferences, seminars and workshops, to apply for funded research of SPPU, by organizing similar events in college and funding to attend teachers training programs. Students are motivated to participate university research grants and other design and creative competitions. Academic Research Coordinator (ARC) along with other

internal committee members monitor and promote research. Students conduct research on topics in fourth year B. Arch., later extend in architectural project in fifth year.

9. Library, ICT and Physical Infrastructure / Instrumentation

STES has central library with wide collection of books, journals, e-sources on various topics, where one floor allocated to SCOA. In addition, there is a departmental library in SCOA building. The college building is fully equipped with wi-fi network and classrooms with LCD projectors and screen, fixed or portable sound system for curriculum delivery in audio-visual media. There are studios with work stations for each student of all classes, where majority part of teaching-learning takes place. Three Computer Labs are equipped with computers, printers, scanners, etc., other laboratories with required instruments. Electricity back-up system is available in campus.

10. Human Resource Management

STES follows practice of recruiting teaching and non-teaching staff, and task of deploying, managing, motivating, training and maintaining employees is at the principal. The governance system deals with planning and implementation of administration activities as per directives of STES under Assistant Registrar and academic activities as per STES and SPPU under HODs. There are various committees in hierarchical layers for governing both academic and non-academic activities starting from management committees to internal ones constituted with teaching and non-teaching representatives. Periodic meetings are conducted by members and actions are taken to implement requirements as per norms and necessities.

11. Industry Interaction / Collaboration

Collaboration with people or organizations for working together is encouraged to achieve vision and mission of the college. There are short-term collaborations during last year with practicing architects, engineers and technical experts through site visits, lectures for subjects like Building technology and material, Building services, where students had experiential learning opportunities. In M.Arch (AC), joint studio with IIT Roorkey conducted for exchange of ideas and sharing of teaching learning skills. SCOA has long-term MOU with INTACH and looking forward to sign more in near future which is under process.

12. Admission of Students

Admission to both B.Arch and M.Arch. is conducted centralized by DTE of Government of Maharashtra. There is an internal committee to carry out admission procedure and college facilitate candidates by providing guidance in filling up forms, to scrutinize & verify and counseling for admission. A permanent exhibition of best works of students of all classes is displayed in college corridors and updated every year, which helps aspirant candidates to choose this college. All available seats of B.Arch. in admission of last academic year was filled up and almost all in M.Arch. due to good reputation of college.

Implementation of e-governance in areas of operations:

13. Planning and Development

The college is consciously initiated green practice to make paperless system as; circulates academic planning and information, official notices to faculty through email, website is upgraded from time to time by uploading annual magazine, event details etc., all lesson plans, session plans, teaching schedules are being shared on Google drive. The students are also given instructions for academic activities by faculty through digital media.

14. Administration

As a green initiative and to maintain transparent system, college makes efforts to be paperless by digitization in office work too. STES has ERP (Enterprise Resource Planning) system as MIS, for managing various leave and vacation records, appraisal, and employees' data in earlier years. This year similar internal system was used for appraisal of teaching faculty and feedback of management. Popular app WhatsApp is also used as various groups are created for fast communication.

15. Finance and Accounts

Financial accounting of preparation of financial statements, summary, analysis and reporting of financial transactions is governed by government rules and STES standards. Finance sub-committee prepares proposed annual budget of income & expenditure annually and approved by STES central committee, which is revised after six months, and balance sheet is prepared. SCOA has a fully computer-based transparent centralized financial system by using Tally 9 software linked with STES account department.

The purchase committee makes proposals and gets approval from STES. Most of the transaction are through DD, Cheques or RTGS.

16. Student Admission and Support

Admission to B. Arch. and M.Arch. followed by a centralized admission procedure by state authority DTE. The eligibility criteria for B.Arch. followed COA norms and M.Arch. followed DTE guidelines. Admission against vacancy was advertised in print and electronic media. The rules and regulations are provided through the prospectus and college website for the benefit of the students. The admission process is systematically administered as per the schedule of DTE and is transparent.

17. Examination

Examination circular and all correspondence are acknowledged online from SPPU Examination department. Students fill examination forms online through their exam login created on SPPU examination link. Question papers are downloaded on the day of examination an hour before commencement with the help of password sent to the principal and CEO. The process of uploading of sessional marks are done within stipulated period by the internal examiner and validated by the external examiner of each subject. Results and revaluation are also online process.

Faculty Empowerment Strategies:

- Funding and participation of teachers in conference, TTP, Orientation program, workshops
- Annual Increment in salary
- Promotion and grade-pay enhancement to eligible staff

AISHE / NIRF / NBA: We have registered AISHE and update every year.

- **Internal Quality assurance system**

Internal Quality assurance system	
Support from PTA (3 nos)	<ol style="list-style-type: none"> 1. Parents' feedback: The College organizes Student-Parent-Teacher meet held at the onset of every new semester to get feedback on college functioning and other aspects. The parents are intimated through letter, SMS service and phone calls by the faculty coordinators as and when the need arises to appraise the parents about their wards. Parents Groups 2. parents representative in committees: In various committees, as IQAC, Anti-Ragging Committee parent-representatives are member for both quality enhancement and safe-guarding college from undesirable activities. 3. Invitation to events: parents are invited for exhibition, prize distribution and other events in the college to see academic works and performances of their wards and to encourage for enhancing quality of works.
Development Program for support staff (3 nos)	<ol style="list-style-type: none"> 1. One week paid summer vacation 2. Positive appraisal to most of the staff to retain workforce and opportunity to pursue higher studies or skill development programs. (Mrs. Rutuja Hazare completed M. Com. April 2018) 3. Promotion proposal for non-teaching staff working in the same post for more than 5 years and after qualification enhancement.
Post accreditation initiatives	<ol style="list-style-type: none"> 1. CRs group: a committee of Class Representatives (CR) and Lady Representatives (LR) of each year / class from all divisions from all courses is formed as a mechanism to convey the need, feedback and challenges to the

(3 nos)	<p>students from faculty and the principal & vice-versa.</p> <ol style="list-style-type: none"> 2. Peer group of faculty: Periodic meets to orient and train new faculty to teach, to inculcate research culture. 3. Guardian-Teacher - mentoring, counseling, tutorial /remedial classes are conducted for students with unsatisfactory performances to get works completed in the college under supervision of faculty. Grievances and internal complaints are resolve in the class promptly. Parents are informed about their wards' academic and attendance performances every month.
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Criterion VII: Institutional Values & Best Practices

- **Gender equity:**
 - There is a conscious effort made by the college for the girl students to give opportunities through various events for empowering them for teamwork and leadership, as they compose almost 50% of the students' strength. Visits to construction sites, study tour and interaction with professionals and experts are considered as training to work in outside men's world.
 - Many events are organized specific to women issues.
 - There is women complaint committee to address gender related issues.

- **Environment consciousness & sustainability:**
 - The College has the vision of crafting young minds sensible and responsible to natural, social and cultural environment as they would be the future nation builders. The students are exposed to various places of different climate zones and of cultural diversities, to design sensitive to environment focusing on parameters of sustainable architecture.
 - There are several steps taken to make aware of critical issues of diminishing natural resources as water, plants & trees, pollution etc. to save the environment.

- **Human values & professional ethics**
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- **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 practices:

- **Best practice 1:**
 - **Title of the Practice: Exhibition of students works**
 - **Goal:** To nurture the culture of producing quality works amongst students and faculty of architecture, which could be displayed for everyone to see and know about the academic, co & extra-curricular activities of the college.
 - **The Context:** Students of architecture must be equipped with graphical and textual communication skills for expressing their works before joining profession. The architectural drawings are the best way to showcase their ideas, creativity, technical knowledge and sensitivity to environmental and socio-cultural issues. At the same time to fulfill the vision and mission of the college, various co and extra-curricular activities are organized where annual exhibition plays an important role to cultivate attitude for collaborative works, develop leadership skill and implement creative ideas.
 - **The practice:** Every year an 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. The corridor gallery of display is open to the parents, visitors and aspirant candidates of architecture throughout the year. The exhibition is inaugurated by well-known architect or an expert from allied fields. 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. Every year, exhibition team of the students body *Susamvad* selects a theme to evolve innovative ideas to express through exhibition with the guidance of faculty coordinators.

- **Evidence of Success:** The exhibition not only makes the academic environment vibrant but a feeling of accomplishment and belongingness which is cherished by present students as well as alumni. The aspirant candidates of architecture, parents get an opportunity to observe a wide range of good works of students from all years and almost of all subjects.
 - **Problems Encountered and Resources Required:** The maintenance of display is the main concern which is taken care of by the exhibition team of *Susamvad* and the supporting staff regularly. The budgetary allocation is considered every year to take care of annual exhibition.
 - This year annual exhibition titled “**Retrospective 2019**” was held on 13th & 14th February 2019. Mr. Pratap Jadav, National President of IIID was the chief guest. The theme was based on inspirations from the Pritzker laureates. The event also included photography competition and annual prize distribution ceremony at the hands of the chief guest.
- **Best practice 2:**
 - **Title of the Practice: Study tour**
 - **Goal:** To get exposure to various places with natural, social & cultural context required to know for designing user and eco-friendly buildings for students of architecture.
 - **The Context:** Students of architecture must be prepared with knowledge of designing buildings in various climatic zone and socio-cultural diversities.
 - **The Practice:** Every year since inception, architectural study tours are conducted in the college for First year to Third Year B. Arch. as compulsory for all students, and frequently for Fourth year B.Arch. and M. Arch courses as part of experiential learning. All study tours are accompanied by the competent faculty and are conducted in the second semester of the academic year. B. Arch. study tours are linked with Architectural Design Projects as per syllabus of Savitribai Phule Pune University (SPPU), hence, students design buildings progressively in the context 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. The study tours are conducted mostly in various places in India and also in abroad.
 - **Evidence of Success:** The output of Architectural Design studio witnesses varied approaches of building design like spatial attributes, local materials and architectural features within the context of natural and cultural ethos.
 - **Problems Encountered and Resources Required:** All tours are organized by the management approved tour agents and to reduce financial burden of students, brief and focused tours are designed.
 - This year study tours conducted were as:

Study tours 2018-19		
Divisions	Place, Date & No of students	Accompanying Faculty:
First Year B. Arch.		
Division A	Place: Ratanwadi (205 Km from Pune), Date: 27 th - 29 th January 2019 Number of students: 37	Ar. Manasi Khope, Ar. Tanmayee Panse, Ar. Rohit Labhashetwar
Division B	Place: Bhandardara Date: 13 th – 15 th January 2019 Number of students: 40	Ar. Manjusha Gokhale, Ar. Pallavi Patil
Division C	Place: Anjarle Date: 22 nd - 25 th January 2019 Number of students: 30	Ar. Pallavi Patil, Ar. Megha Butte
Division D	Place: Theur (205 Km from Pune), Date: 20 th & 21 st December 2018 Number of students: 36	Ar. Pradnya Patki, Ar. Snehal Phalke, Ar. Anjali Agarwal, Prof. Nalini NaikNimbalkar
Second Year B. Arch.		
Division A	Place: Jodhpur, Jaisalmer Date: 5 th – 9 th January 2019 Number of students: 32	Ar. Mugdha Kulkarni, Ar. Vikram Shah
Division B	Place: Badami, Hampi, Pattadakal Date: 7 th – 12 th January, 2019 Number of students: 33	Ar. Leena Jain, Ar. Anuja Gujar
Division C	Place: Jodhpur, Jaisalmer Date: 10 th – 15 th January, 2019	Ar. Manjusha Zalte, Ar. Priti Dhanwat

	Number of students: 35	
Division D	Place: Ahmedabad, Date: 17 th – 24 th December, 2018 Number of students: 36	Ar. Kirti Bajare, Ar. Nikita Mahajani
Third Year B. Arch.		
Division A	Place: New Delhi Date: 4 th - 9 th January 2019 Number of students: 34	Prof. Kalpana Hadap, Ar. Namrata Khatod
Division B	Place: Chandigarh Date: 9 th – 15 th December, 2018 Number of students:35	Ar. Niketa Patil, Ar. Saurabh Shinde
Division C	Place: Jodhpur, Jaisalmer Date: 10 th – 15 th January, 2019 Number of students: 38	Ar. Vinita Lavate, Ar. Kavita Patil
Division D	Place: Chandigarh Date: 4 th – 8 th December, 2018 Number of students:26	Ar. Anita Kavthekar, Ar. Anjali Rasane
Site visit for Architectural Design in urban context Fourth Year B. Arch.		
Division A	Place: Kolhapur Date: 19 th December 2018 Number of students: 34	Ar. Pranoti Lad, Ar. Neha Anwane, Ar. Manasi Khope
Division B	Place: Chandni Chawk, Pune Date: 18 th December 2018 Number of students: 38	Ar. Mukta Pandit, Ar. Swana Hiwarkar
Division C	Place: Shirur, Pune Date: 19 th & 24 th December 2018 Number of students: 32	Ar. Anuja Inamdar, Ar. Nidhi Shand
Division D	Place: Talegaon Dabhade, Pune Date: 12 th & 13 th December 2018 Number of students: 31	Ar. Sudhir Deshpande, Ar. Poonam Pasare, Ar. Shreya Shirsath

- **Institutional distinctiveness**

- Transparent, conducive and collaborative work environment
- Bottom-up Student-centric approach for all round development
- Three level bodies for planning & implementation for Co & Extra-curricular activities
 1. SPPU (University) level: Since University Act 2017 of Maharashtra implemented in SPPU, Student Council has been formed in 2018 where topper students of each year, students from reserved category, girl student representatives, sports & cultural representatives are selected with the leadership of SDO (Students Development Officer) and the principal. Many SPPU sponsored programmes are organised by this team in the college during the year.
 2. STES (Campus) level: Students and teachers from the college represent to this body at campus level. Sinhgad sports & cultural Karandaks are organised by this committee. At college level, SCOA faculty coordinator takes initiatives to arrange many programs for all students of STES.
 3. SCOA (Institute) level: A team of Teachers & elected Students & Non-teaching staff is involved in allocation of funds and organisation of various co & extra-curricular activities with guidance of faculty coordinators and the principal. A calendar of activities in each semester inserted in academic schedule . Many activities are organised by the team throughout the year under the leadership of students from different portfolios.

- 4. **Future Plans of action for next academic year**

- SCOA has the vision to craft “Sensible and Responsible” architects for the society, and mission of academic excellence and all round development of the students. To implement the mission we require a conducive academic environment to learn, demonstrate and progress. There are three major components of conducive academic environment includes
 - Firstly, qualified, motivated and competent faculty with a blend of high experience & wisdom with young & energetic dynamism. The strength of determination and solidarity

of the faculty, staff, student, management, alumni and parents witnessed in progress of college so far is worth to be complemented.

- The second component is the physical facilities, as the institute has been developed in two decades with state-of-the-art infrastructure for efficient teaching-learning implementation.
- Third component includes the transparent and collaborative work environment for maintaining and progressing further with quality enhancement.
- The curriculum of SPPU followed in the college is examination oriented preventing from in-depth knowledge acquiring strategy to implement due to quantum in stipulated time. Hence, this limitation is to be overcome by initiatives of experiential, innovative and experimental methods to convert the college into a learning center.
- New opportunities as scope for inter-disciplinary and collaborative research, faculty exchange program and consultancy services from various agencies are to be encouraged.
- The involvement of external stakeholders as alumni and parents is to be strengthened in overall development of the college.
- A pioneering step has been taken to overcome challenges to accredit Architecture College by NAAC and successfully achieved a moderate grade. A step further is the goal to make SCOA a **Learning Centre** of excellence of architecture and allied fields

All minutes are proposed by Dr. Priyamvada N. Chitale and seconded by Prof. Manjusha Gokhale.

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