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

Tel.: 020 24100000 / Ext. – 341, 347   Website: www.sinhgad.edu
Tel./Fax: 020 24351439   E-mail:scoa@sinhgad.edu

Prof. M. N. Navale   **Dr. Mrs. Sunanda M. Navale**   **Dr. Banani Banerjee**
M. E. (Elect.), MIE., MBA   B.A., M.P.M., Ph.D.   B. Arch. M.C.P., Ph.D.,
Founder President   Founder Secretary   Principal

Ref. No.: SCOA/2021-22/675A   Date: 24.1.22

Minutes of IQAC meeting

The minutes of IQAC meeting held on 21.01.2022 at 02.00 pm online through the google meet platform are as follows:

Compilation of 2021-22 (TERM I) and Planning for 2021-22 (TERM II) were discussed criterion wise as per the AQAR.

Criterion I: Curricular aspects

PLAN OF ACTION for CRITERION 1:
Ref: IQAC meeting held on 16.07.2021
  • Encourage more add-on / value added certificate courses
ACTION TAKEN:
  • Identification of more Add-on Courses in process.

No	Key indicators	Existing system of 2020-21 to be followed & Planning for 2021- 22
1.1.1.	**The Institution ensures effective curriculum delivery through a well-planned and documented process**	Well planned Hierarchical approach, Planning of Academic delivery strategy, Academic calendar Systematic teaching-learning, Subject wise Session -Lesson Plan
1.1.2.	**The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)**	Progressive Monitoring system: Quarterly, Informing parents Conducting mock test and mock juries, Identification of lacunae, Remedial classes.
1.1.3.	**Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year**	• Member of BOS of SPPU • Subject wise syllabus committee coordinator and members • Feedback given by Principal for 4th yr (2019 pattern.) • Subject wise e-content preparation coordinator and members • curriculum revision committee coordinators and members • Decision of curriculum portion distribution and setting of question papers • Members of Assessment /evaluation process of the affiliating University

Year	Name of teacher participated	Name of the body in which full time teacher participated

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Member of SPPU-BOS in Architecture		
Since 2016-Till Date	Dr.Vaishali Latkar, HOD, M. Arch. (Architectural Conservation)	Member of BOS in Architecture
Member of subject wise SPPU syllabus committee (2019 pattern)		
2021-2022	Dr. Priyamvada Chitale, HOD, B.Arch.	SPPU Syllabus for: Building Technology & Materials _ All years
2021-2022	Prof. Kalpana Hadap, Division Coordinator, B.Arch. Div A	SPPU Syllabus for: Architectural Design & Principles of Architecture
2021-2022	Prof. Priti Dhanwat, Division Coordinator, B.Arch. Div C	SPPU Syllabus for: History of Architecture
2021-2022	Er. Dakshayani Shete, Associate Professor	SPPU Syllabus for: Building Technology & Materials and Theory of Structure
SCOA hosted SPPU e-content syllabus meeting (III year B Arch-2019 pattern)- Online		
2021-2022	Dr. Priyamvada Chitale Team – Ar. Sarika T, Ar. Ankoor S.	SPPU Syllabus for: Building Construction & Materials- V and VI
SCOA faculty attending syllabus meeting e-content of SPPU		
2021-2022	Dakshayani Shete	SPPU Syllabus for: TOS V & TOS VI
2021-2022	Ar. Tejas Joshi	SPPU Syllabus for: WD I & WD II
2021-2022	Ar. Trishna Mahadkar	SPPU Syllabus for: LA 1
2021-2022	Ar. Tejaswini Jangle	SPPU Syllabus for: LA 1
2021-2022	Ar. Ankoor Sakhare	SPPU Syllabus for: BCM V & BCM VI
2021-2022	Ar. Kavita Patil	SPPU Syllabus for: BS III & BS IV, SPW I & SPW II
2021-2022	Ar. Indrayani Paresh Dasare	SPPU Syllabus for: WD I & WD II
2021-2022	Dr. Manjusha Gokhale	SPPU Syllabus for: BS - III & BS IV Elective I and II
2021-2022	Ar.Pallavi Patil	SPPU Syllabus for: LA 1
2021-2022	Ar. Priyanka Chavan	SPPU Syllabus for: ADVI & ADV, BCM V & VI
2021-2022	Ar. Samvedna Jadhav	SPPU Syllabus for: ADVI & ADV
2021-2022	Ar. Mukta Pandit	SPPU Syllabus for: BS III and IV, WD I & WD II
2021-2022	Ar. Asmita Kale	SPPU Syllabus for: RIA I
SCOA faculty appointed for exam paper checking:		
2021-2022	Ar. Sarika Thakoor	Design VI
2021-2022	Ar. Avani Topkar	Design VI
2021-2022	Ar. Kalpana Hadap	Design VI
2021-2022	Ar. Akshar Mendhe	Design VI
2021-2022	Ar. Samvedna Jadhav	Design VI

SCOA faculty appointed for examination:		
2021-2022	Ar. Sonal Karanjikar	Conservation Project, Research II, Conservation Practices & Training, Conservation Studio-III.
2021-2022	Dr. Shilpa Gaikwad	Introduction to Constitution of India
2021-2022	Dr. Nikhil Shejwalkar	Computational Design skills (GIS)
2021-2022	Dr. Smita Suryawanshi	Digital Design Studio III, Digital Practices and Professional Training, Research II,

SCOA faculty appointed for exam paper setting		

2021-2022	Dakshayani Shete	TOS V & TOS VI
2021-2022	Ar. Kavita Patil	SPW I & SPW II
2021-2022	Avani Topkar	BTM V&VI (2015 pattern)
2021-2022	Kalpana Hadap -	Design VI
2021-2022	Rohit Labhshetwar	TOS 1 & 2 (2019 pattern)
2021-2022	Ar. Asmita Kale	BTM III (2015 pattern)

No	Key indicators	Existing system of 2020-21 to be followed & Planning for 2021- 22
1.2.1	**Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**	• Electives conducted in Term I: III year: Contemporary Architecture IV year: Conservation and Digital Architecture • Audit Course conducted in Term I: II year: Yoga III year: Book keeping and Accountancy • Electives planned for Term II: III year: Universal Design IV year: Photography Final Year: IGBC Rating System. • Audit Course planned for Term II: I year: DEG and Crafts
1.2.2 1.2.3	**Number of Add-on/ Certificate programs offered during the year.** **Number of students enrolled in Add-on/ Certificate programs as against the total number of students during the year.**	• Architecture Portfolio Making – Planned in Last week on October. • Urban High Rise Residential Landscape - Planned in 1st week Feb(7th-11th). • Few more courses to be identified.
1.3.1.	**Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**	Human Value: HOA Environment and Sustainability: Climatology, Green Building Elective, Environmental Science Professional Ethics: Professional Practice

1.3.2	**Number of courses that include experiential learning through project work/field work/internship during the year.**
1.3.3	**Number of students undertaking project work/field work/ internships**

B. Arch.

	Experiential learning	Year	Conducted	Planned	subjects	No. of Students 20-21
1	**Project work**	First Year B. Arch Second Year B. Arch Third Year B. Arch Fourth Year B. Arch	Semester I	Semester II	Design	100 158 106 145
2	**Project work**	Second Year B. Arch Third Year B. Arch	Semester I	Semester II	WD	158 106

3	Project work	Fourth Year B. Arch	Semester I	Semester II	PP	145
4	Field work	First Year B. Arch Second Year B. Arch Third Year B. Arch Fourth Year B. Arch	Semester I	Semester II	BTM / ABTS	100 158 106 145
5	Field work	Second Year B. Arch		Semester II	SL	158
6	Field work	Second Year B. Arch Third Year B. Arch	Semester I	Semester II	BS	158 106
7	Internship	Final Year B. Arch	Semester I		PT	145
1.4.1 1.4.2	**Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Feedback process of the Institution may be classified as follows:**			Feedback will be collected by online mode (with help of google forms) at end of Academic year.		

Criterion II: Teaching- Learning and Evaluation

PLAN OF ACTION for CRITERION 2:
- o Transparent and robust of internal assessment to be documented.

ACTION TAKEN:
- Transparent Internal assessment
- Progressive and assignment wise marking, Quarter meeting, continuous assessment, Jury, mid-term marking and attendance
- Maintaining marking and attendance records, internal marking based on continuous records

No	Key indicators	Existing system of 2020-21 to be followed & Planning for 2021-22
2.1 **2.1.1** 2.1.1.1	2.1 Student Enrolment and Profile 2.1.1 Enrolment Number	Students' enrollment data, **Sanctioned:** B Arch 160 and M. Arch. (AC+CA) (20+20) **Enrolled:** B Arch +M Arch (AC+CA) = **103+10+8=121**
2.1.2 2.1.2.1.	*Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the year* Number of actual students admitted from the reserved categories during the year	Will be documented after first year admission process 2021-22 for both UG and PG is completed (ie after 30th Jan 2022)
2.2 **2.2.1**	**Catering to Student Diversity** *The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners*	Learning levels- • 16 weeks academic program under SPPU • COVID-19 pandemic situation, online teaching-learning • Progressive review of attendance (overall and subject wise) and Academic performance Mid-term and end-term performances Programs for slow learners • remedial classes for completion and up gradation • PTA meetings

		• Mentors counseling (two staffs per year) Programs for advanced learners- Selected for various portfolio coordinators of Susamwad for co & extracurricular activities. institutes guide and encourage to participate in local, national and international design, competitions, quiz, value added courses, workshops Publish research papers in Shodh sankalp (SCOA publication)
2.2.2.	*Student- Full time teacher ratio (Data for the latest completed academic year) QnM*	• Calculations of total number students to staff for B Arch and M Arch Ratio- student: teachers B.Arch. – 655 = 12.59:1 M.Arch AC– 29= 7.25:1 M.Arch CA – 19= 4.75:1 655+29+19= 703 students
2.3. **2.3.1.**	**Teaching- Learning Process** *Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences*	**Experiential Learning:** • for subjects like Design, Building materials and construction, etc. • case studies • study tours (virtual) **Participated Learning:** • RIA, Design, BCM • market survey (virtual) • Team work • Quiz **Problem solving Methodology**: • Design, Research • Real life challenges, opportunities identification and Solutions
2.3.2.	*Teachers use ICT enabled tools for effective teaching-learning process.* Write description in maximum of 200 words	• Architecture teaching requires to use **visuals** (PPT) and **software** like AutoCad, Revit, Sketchup • Supporting softwares like excel, word • Due to COVID 19, Online platforms like Microsoft Teams, Google meet and Zoom • YouTube, Google map • What's app and email for communication with staff and students
2.3.3. 2.3.3.1.	*Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)*	• Two staffs per class of 40 students, total (38+2+2) =42 mentors including M Arch mentors • Chart for mentor-mentee considering online teaching is given ahead

(B Arch)

S No	Div	Year	No of students	Mentor-Mentee TERM I	Mentor-Mentee TERM II
1	A	First year	13 13	Ar. Avanti Kale Ar. Namrata Khatod	Ar. Avanti Kale Ar. NamrataKhatod
2		Second year	21 20	Ar. Tanmayee Panse, Ar Priyanka Purohit	Ar PriyankaPurohit Ar. Manasi Khope

S No	Div	Year	No of students	Mentor-Mentee TERM I	Mentor-Mentee TERM II
3		Third year	13 12	Ar. Akshar Mendhe Er. Rohit Labhshetwar	Ar. Akshar Mendhe Er. RohitLabhshetwar
4		Fourth year	20 17	Ar. Shreyas Paranjape, Ar. Aditi Mahajan	Ar. AditiMahajan
5		Fifth year	20 19	Ar. Avani Topkar Ar. Pranoti Lad	Ar. AvaniTopkar Ar. Pranoti Lad
6	B	First year	13 13	Ar Siddhesh Sable Ar Swapnapriya Barve	Ar. Sarika Thakur Ar. SwapnapriyaBarve
7		Second year	20 20	Ar. Leena Mutha, Ar Ila Shende	Ar. Leena Mutha, Ar. Ila Shende
8		Third year	15 14	Ar Bijal Vakharia Ar Niketa Patil	Ar. Niketa Patil
9		Fourth year	16 16	Ar Indrayani Dasare Ar Sarika Thakoor	Ar. Indrayani Dasare
10		Fifth year	17 17	Ar. Pallavi Patil, Ar Anuja Gurjar	Ar. Pallavi Patil, Ar. Anuja Gurjar
11	C	First year	13 13	Ar. Tejas Joshi Ar. Karuna Ghorpade	Ar. Tejas Joshi Ar. KarunaGhorpade
12		Second year	12 12	Ar. Manjusha Zalte, Ar. Dakshyani Shete	Ar. Ketaki Badge Ar. DakshyaniShete
13		Third year	12 12	Ar. Samvedna Jadhav Ar Ankoor Sakhare	Ar. Janavi Dhage Ar Neeraj N
14		Fourth year	22 22	Ar. Sanika kulkarni Ar. Anuja Inamdar,	Ar. Ankoor Sakare Ar. Rutuja Pawale
15		Fifth year	20 19	Ar. Trishna Mahadkar, Ar, Ketki Badge	Ar. TrishnaMahadkar, Ar, Ketki Badge
(B Arch)					
S No	Div	Year	No of students	Mentor-Mentee TERM I	Mentor-Mentee TERM II
16	D	First year	13 12	Ar Aashish Sakat Ar Manali Chandan	Ar Ashish Sakat Ar Manali Chandan
17		Second year	19 18	Ar Asmita Kale Ar Tejaswini Jangale	Ar Asmita Kale Ar Gourav Vinchu
18		Third year	15 15	Ar Sejal Desarda Ar Priyanka Jadhav	Ar. Priyanka Jadhav Ar. Vaishnavi Gawande
19		Fourth year	21 20	Ar Gayatri Mangore Ar Mukta Pandit	Ar MuktaPandit Ar. Avanti Bhogade
20		Fifth year	20 19	Ar Kirti Pawar	Ar. Kirti Pawar Ar. Harshada Akolkar
Total students: 655 Total Mentor-Mentee: 39					
S No	Division	Year	No of students	Mentor-Mentee TERM I	Mentor-Mentee TERM II
1	-	First year	10	Ar Mukta Deshpande	Ar. Mukta Deshpande
2	-	Second year	19	Ar Poorva Patil	Ar. PoorvaPatil
(M Arch) (Computer Applications)					
S No	Division	Year	No of students	Mentor-Mentee	
1	-	First year	8	Ar Ankoor Patil	Ar Ankoor Patil
2	-	Second year	11	Ar Snehal Gade	Ar Snehal Gade

No	Key indicators	Existing system of 2020-21 to be followed & Planning for 2021- 22
2.4 2.4.1.	**Teacher Profile and Quality** *Number of full time teachers against sanctioned posts during the year*	• Total full time teachers (Data template) B Arch and M Arch • Sanctioned posts for both UG and PG • UG=52+4+4= 60
2.4.2.	*Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)*	• Chart of staff pursuing PhD and completed PhD in 2021-22 • 4 staffs
2.5. 2.5.1.	**Evaluation Process and Reforms** *Mechanism of internal assessment is transparent and robust in terms of frequency and mode*	• **Internal assessment is transparent** • Progressive and assignment wise marking • Quarter meeting • Evaluation is carried out on continuous academic performance, Jury, mid-term marking and attendance • **Internal assessment is robust** • All marking and attendance records • Identification of slow learners • Remedial/extra classes
2.5.2.	*Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient*	• **Internal examination:** • Insem of SPPU at college level between 6th to 8th Week of the semester MCQ type and theory writing • **Grievances faced** • Network issue, medical emergency • Solved by conducting practice test, classroom created for uploading of answer sheets • Problems faced during exam solved conduction of exam
2.6 2.6.1.	**Student Performance and Learning Outcome** *Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.*	• **Session plan to be meticulously followed in the term.** • Design briefs • Study tour, site visits, workshops, expert lectures, design briefs • Final year thesis, practical training
2.6.2.	*Attainment of Programme outcomes and course outcomes are evaluated by the institution.*	**Direct methods like-** •Progressive marking of each assignment •Mock test •Mid-term marking •In-sem exams •University exams **Indirect methods –** • Students' satisfaction survey (Feedback) **Alumni feedback to be collected online**
2.6.3.	*Pass percentage of Students during the year*	• B Arch and M Arch final years exams to be conducted

2.7	**Student Satisfaction Survey**	• Survey conducted for B Arch and M Arch students separately from 1st year to final year. • Analyzing the survey questions based on curricular and extra-curricular activities, and planning of the activities accordingly

Criterion III: Research, Innovation and Extension

PLAN OF ACTION for CRITERION 3:
•Encourage more Institutional MOU's
ACTION TAKEN:
•Initiated the process of MOU's with STES Law & Medical College.
•Extension activities as directed by SPPU are carried out in month of June

No	Key indicators	Existing system of 2020-21 to be followed & Planning for 2021- 22
3.1 a	**Number of full-time teachers during the year**	64
3.1.1	**Grants received from Government and non- governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**	One ASPIRE Research Proposal Sponsored by SPPU, One Research project under ICOMOS India Research Grants. To increase the number of ASPIRE and other Research proposals to receive grants from Government and Non Govt agencies such as PCERF.
3.1.3	**Number of departments having Research projects funded by government and non-government agencies during the year**	B Arch – Project funded by ASPIRE M Arch (AC) – Project funded by ICOMOS Tapping of grants from different GOVT./ NGO
3.1.2	**Number of teachers recognized as research guides (latest completed academic year)**	5 nos.
3.2	**Number of Sanctioned posts during the year**	To be updated at the end of the year
3.2.1	**Number of papers published per teacher in the Journals notified on UGC website during the year**	Two Papers as published in UGC Journal. Encourage faculty to write and increase the number of papers presented in UGC List
3.2.2	**Number of Seminars/conferences/ workshops conducted by the institution during the year**	16 activities are carried out by Institute ADP sessions, teaching methodology, NDLI EVENTS, Seminar- In Transition_12 August Workshop -STRUCTURAL CONSERVATION BY CSMVS, Mumbai. • Seminar/ Webinar: Green building Rating with 5th yr • Seminar/ Webinar: GIS • National E-Conference Conducted – Jan 2022. Workshops – One each month

3.3.1	**Number of Ph.Ds registered per eligible teacher during the year**	5 Ph.D faculties 4 faculties registered for Ph.D.
3.3.2	**Number of research papers per teachers in the Journals notified on UGC website during the year**	21 research papers E-conference conducted by SCOA, 15 Faculty contributed.
3.3.3	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**	1 Book , 1 Chapter and 2 poetries are published. Encourage faculty to write in various Journal, Book publications
3.4.1	**Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year**	Social issues : Reading Day- Behavior during Covid Environmental issues: • Tree Plantation • poster competition on Sadbhavana Din Planned: World Heritage Day- 18th April Publication – sharing with local Authority
3.4.2	**Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**	MASA: Best teachers award for Humanities-_ Dr. Vaishali Latkar. Vlog featured in the 'Humans for Heritage' Project by Sadattva in October 2021 as Young Heritage Professional -Ar. Shreeamey Phadnis Govt of Maharashtra: revenue and forest dept – Prof. Priti Dhanawat- Recognition received for food supplies and clothes to the flood victims. Encourage students & faculty to participate in various extension activities organized GOVT. recognized bodies
3.4.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programs such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**	Activities to be carried out: 1. Vachan Prerana Din 2. Yoga Day 3. Tree Plantation in STES campus 4. Poster making on sadbhavana din Proposed Events- Attempting to Increase number of Extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., Integrity Pledge- Trishna M_ 25th January Vasundhara Diwas -22/4/2022
3.4.4	**Number of students participating in extension activities at 3.3.3. above during the year**	Encourage all the students to participate in such activities

3.5.1	**The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc. during the year**	1. Review of cultural mapping of Pune 2. GEM certification for college campus 3. Research Activity Participation & Recognition – BOS (Students, M.Arch AC) Collaboration IIA,COA,IID Internship – B ARCH (5th Yr.) Research – PCERF
3.5.2	**Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**	MoU with ETHOS MOU with law college and medical college is in process.

Criterion IV: Infrastructure and Learning Resources

PLAN OF ACTION for CRITERION 4:
- Developing a system to count footfall for online access of library

ACTION TAKEN:
- NDLI subscription for counting footfall by students, teachers

No	Key indicators	Existing system of 2020-21 to be followed & Planning for 2021- 22
4.1.1	**The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.**	• Well-developed infrastructure for teaching and learning.
4.1.2	**The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.**	• Well-developed infrastructure facilities for cultural activities, games, yoga, etc
4.1.3	**Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc**	• ICT facilities available in assembly halls, AV rooms, studios, multipurpose halls • Total 30 classrooms, studios with ICT facilities
4.1.4	**Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**	• Well distributed funds for utilization of teaching learning facilities
4.2.1	**Library is automated using Integrated Library Management System (ILMS)**	• ILMS software is purchased and in use since 2005
4.2.2	**The institution has subscription for the following e-resources**	• Institution has subscription of National Digital library of India (NDLI club) for local and remote access to e –resources.

		(Reg. No INMHNC4KYJ2VY8H)
4.2.3	**Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**	• Total number of books available are 7831, total number of titles are 6663 which is more than the COA norms for books. • Total e books are 2474 more than COA norms for e-books, Total number of e-journals 682
4.2.4	**Number per day usage of library by teachers and students (foot falls and login data for online access)**	• Online footfall counting facility is available on college library website • Total visitors 341(from 04/07/2021-04/01/2022) including users from India-310, Canada-17, USA-13, others-18
4.3.1	**Institution frequently updates its IT facilities including Wi-Fi**	Well-developed IT facilities are available for teaching and learning with latest software like Autocad, sketch up 3D modelling
4.3.2	**Computer Student ratio**	Total number of computers 128 for B.Arch and 26 for M.Arch B.Arch- 1:5.11 M.Arch- 1:1.84
4.3.3	**Bandwidth of internet connection in the Institution**	Sufficient bandwidth for conducting studios, lectures (16MBPS for SCOA and 250 MBPS for STES)
4.4.1	**Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**	Well distributed budget and funds for development of infrastructure and their maintenance
4.4.2	**There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**	Well-developed strategies for usage of campus infrastructure for benefit of society during the year.

Criterion V: Student Support & Progression (Grade Qualifier)

PLAN OF ACTION for CRITERION 5:

- Life skills sessions to be conducted
- Extracurricular activities to be encouraged.

ACTION TAKEN:

- Various session for all students, teaching and non-teaching faculty planned.
- Online sports and cultural activities will be conducted for all students considering pandemic situation.

Summary of Criterion 5		
No.	**Key Indicators**	Existing system of 2020-21 to be followed & Planning for 2021- 22
5.1.1.	**Number of students benefited by scholarships and free ships provided by the Government during the year**	Various scholarships and schemes available to students: SC, ST, EBC, VJNT, Minortiy, SBC - Scholarship & Freeship
5.1.2.	**Number of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the year**	Check for approval of SPPU Earn and learn scheme Any other
5.1.3.	**Capacity building and skills enhancement initiatives taken by the institution include the following:** Soft skills Language and communication skills Life skills (Yoga, health and hygiene) ICT / computing skills	Events/ Activities conducted: Sadbhavna Din Reading Day Vachan Prerna Din Yoga Day celebration – B.Arch. Yoga Day celebration – M.Arch. Thesis orientation Program
		Suggested activity: • Soft skill –Personality development – (Last week Feb) • Computing skills (Sketchup)-guest lecture for First year. – • Life Skills- Reduce Eye Stress -(march 1st week)
5.1.4.	**Number of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the year**	• NICMAR career counselling session on 5th Oct 2021 • M.Arch. – Architectural Conservation career counselling session on 16th Nov for all divisions of B.Arch. • M.Arch. – Computer Applications career counselling session on 16th Nov (Div A & B) and 26th Nov 2021 (Div C & D)
5.1.5.	**The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**	• Meetings have been conducted for Internal Complaint committee, Grievance committee and Anti ragging committee as well
5.2.1.	**Number of placements of outgoing students during the year**	• Placement number = 48 • Many students are self-employed with their own practice in sole or partnership. Number of self-employed students = 31

5.2.2.	Number of students progressing to higher education during the year	• Students pursuing higher education = 4
5.2.3.	Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	• Students qualifying the competitive exam = 24 • IELTS = 7 • GATE = 6 • M.Arch. CET = 10 • TOEFL = 1
5.3.1.	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year.	• 1 student – Mayuri Deshmukh of Third year B.Arch. appeared and excelled in dance exam. • Promote and motivate students for the extra-curricular participation at university/ state / national level
5.3.2.	Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)- 200 words	• Students' active participation in the various bodies as elected by other students under the • SPPU Council (University level) • Sinhgad Students Council (at STES institute level) • Susamwaad (College level) • Susamwaad team nomination – New students' team to be formed.
5.3.3.	Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)	• Participation in Purushottam Karandak – Swanand Raikar from second year B.Arch. is leading the team of 11 students. • Sports and cultural activities to be conducted in this term • In March 1st week online mode. – Sports and Cultural
5.4.1.	There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services- 200 words	• Alumni Association registration is done

5.4.2.	Alumni contribution during the year (INR in Lakhs)	• Alumni contribution in terms of knowledge sharing, expert lecture, jury conduction, etc. • Alumni meet on 13th Oct 2021. • Alumni interaction session to be conducted in this semester • Conduct guest lectures, juries as well for Alumni contribution. • Audited statement is needed • ADP presentation by Alumni.

Criterion VI: Governance, Leadership and Management

No	Key indicators	Existing system of 2020-21 to be followed & Planning for 2021- 22
6.1.1.	The governance of the institution is reflective of and in tune with the vision and mission of the institution	**- Governance:** **STES level:** budget, faculty and staff appointment, salary, purchase planned by various committees of college represented by faculty and proposed to management for approval **SCOA level:** Vision & mission: long-term and short-term goals governance: Four tier for academic delivery and administration All faculty members represent various internal committees and make decisions and planning proposals to the principal for approval
6.1.2.	The effective leadership is visible in various institutional practices such as decentralization and participative management.	List of Susamvad committee with teachers and notification Academic and activity (event) calendar for term I scheduled and carried out Grievance Redressal Committees - Anti-ragging committee. Academic and activity (event) calendar for term II scheduled.

6.2.1.	The institutional Strategic/ perspective plan is effectively deployed	E-learning strategies
		Curriculum Development
		- Faculty contribution to curriculum
		- Lesson Plan & Session Plans–
		  (Teaching schedules files)
		- Workshop / site visit reports etc.-
		- Studio teaching methodology / report eg..
		Teaching & Learning
		- Feedback on teaching method
		- Discussion about innovative teaching
		  methodology
		- Quarter report,
		- Remedial classes records
		- Extended studio records (Refer C-II)
		Examination & Evaluation
		- Internal marking records
		- Jury records + test records
		- Records / Notices of SSPU related to evaluation / results.
		Research & Development
		- Student's research – Documentation
		-Promoting research- sharing various platform.
		Hybrid learning strategies
		Curriculum Development
		-Exploration of combination of online and offline system for teaching process.
		Teaching & Learning
		-Student's participation in architectural competition (co-curricular)
		Quarter report, remedial classes, Will be conducted as earlier academic term I.
		Examination & Evaluation
		-Internal practice test, juries like earlier academic term I
		-In sem and End sem exams as per SPPU directions
		Research & Development
		Research – involvement of faculty (more publication)- e-conference conducted on 14th and 15th Jan 2022.
		Co-curricular activities distributed year wise (activity calendar)

6.2.2	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc	Level 1: - STES Management
		      -President
		      -Secretary
		      -VP
		      - Campus director
		Level 2: - Academic Many committees. Internal academic monitoring committees
		Level 3: -Teacher student body: SUSUMVAD

6.2.3.	Implementation of e-governance in areas of operation	Administration: - Microsoft word details required, Finance and Accounts: - Talley and pay wiz

			Student Admission and Support: - DTE guidelines for online admission, Sinhgad app details, Examination: - SPPU university level
6.3.1.		**The institution has effective welfare measures for teaching and non- teaching staff**	-Sixth pay scale salary & DA as per norms -Timely promotions for the eligible and deserving candidates- Ar. Sarika Thakoor and Ashish Sakat Empowerment -Provision for Qualification Improvement: encourage to pursue higher studies -Motivation to faculty for Quality improvement /Teacher 's Training programs Welfare -Provident Fund for Non-teaching staff -Group Insurance Scheme (GIS) -Employee Mutual Benevolent Fund (EMBF) -Extended maternity leave for permanent faculty -Earned leaves for non-teaching staff -Accommodation facility for faculty & staff in campus -Free Medical & Dental facilities at STES hospital -Free Ambulance facility of 24 hours inside campus
6.3.2 6.3.3 6.3.4		**Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year** **Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year** **Number of teachers undergoing online/face-to-face Faculty development Programme (FDP) during the year**	- Application for finance support - Receipt of payment - Certificate -SPPU Syllabus meetings certificates - Orientation for new faculty (Administrative and teaching) - Innovative teaching methodology- -6 faculties attended FDP -DROP by SPPU -TTP by COA -Guiding and encouragement for Research Publication. -Need to encourage more faculty to take benefit of facility for intellectual improvement - Orientation for new faculty (Administrative and teaching) (1st week Feb.) - Learn and Teach sessions by faculty for faculty after attending TTP? FDP (Mid- March) -personality development and formal communication/administrative training programs for teaching and non-teaching staff. Training to BTM teachers PCRF encouragement for attaining more FDP and TTP of COA

6.3.5	**Institutions Performance Appraisal System for teaching and non-teaching staff**	Annual Appraisal of AY 2020-21
		-Base for Continuation of service, promotion of post and Increment in salary by the management for both teaching and non-teaching staff
		-Hierarchical system:
		  -Self-Appraisal of staff
		  -HOD (for teaching) / Asst. Registrar (for Non-teaching)
		  -Principal
		  -Management HRD Section
		Both Paper-based form
		Appraisal criterion as Faculty:
		-Experience & qualifications as per norms
		-Students' feedback
		-Research contribution & skill upgradation
		-Involvement in organizational work
		Appraisal criterion as Supporting Staff
		-Continuous education / skill up-gradation
		-Behavioral aspects
		-Regularity and punctuality
		-Supervisor's feedback

6.4.1	**Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words.**	Audit report and balance sheets Appointment letter of CA Internal audit, Copy of corpus fund Will be conducted as earlier academic year. -Internal Audit -External Audit
6.4.2	**Funds / Grants received from non-government bodies, individuals, philanthrophers during the year (not covered in Criterion III)**	- No funds / grants received in this year. Grants to be received from non-government bodies, individuals, philanthropist
6.4.3	**Institutional strategies for mobilization of funds and the optimal utilization of resources**	- Expenditure for internet - Fees paid to COA - Journals and magazine renewal. -Salaries -Infrastructure for Internet requirement -Fees paid to statutory authorities -Seminars, workshop and guest lectures remuneration -For library books and journals -Provided with financial support to attend conferences/workshops -For student's extra curriculum like sports, quizzes, etc.

6.5.1	**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes- Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 200 words**	**Online mode** (Faculty efforts) -E-Module development, E-content development -Mock vivas for ADP students -E-learning methods -Online platform development for Submission of sessional -Discussion -Evaluation (Monthly, Mid-Sem, End Sem) **Interactive:** group discussion, seminar, quiz, PowerPoint presentation, assignments and projects based on e-market surveys, research -Adequate infrastructure for online teaching-learning **Continuous Internal Evaluation and transparency:** - Quarterly Review Meetings - Information for MOOC courses within faculty - Sensitization of students towards social responsibility through an array of extension activities For term II: -Adequate infrastructure for online teaching-learning - Continuous Internal Evaluation and transparency: Quarterly Review Meetings -To continue the schemes of Remedial Coaching classes for the slow learners -Quality enhancement workshops for thesis guides. -Information for MOOC courses within faculty -Research cell and Design consultancy Students Research (Shodha ganga) Publication -Sensitization of building towards social responsibility through an array of extension activities -National E-Conference organized by SCOA to motivate faculties for research.

6.5.2	**The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities**
	(For first cycle - Incremental improvements made for the preceding year with regard to quality
	For second and subsequent cycles - Incremental improvements made for the preceding year with regard
		• First Cycle
		-Encourage backlog students to complete their course
		-For regular students
		1) Training for online mode education
		2) E-content development
		3) Online Practice test
		4) Online jury training
		5) Introduction of value-added course for students
		   For Faculty
		1) Improvement in teaching pedagogy
		2) Meetings of subject teachers for New Syllabus
		3) After Appraisal, to improve their score they attained training programs
		   Second Cycle
		   - Monthly reviews
		   - Defaulter letters

		to quality and post accreditation quality initiatives)	-Research component promoted to faculty -Faculty promoted to attend SWAYAM courses -Parent Teacher meetings as well as students. Will be conducted as earlier academic year. - Courses for slow learner to get basic architectural courses -More encouragement for student and faculty research and publication e.g. participation in conference
6.5.3	**Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements**		- MOU - Lesson and session plan - E content - Defaulter letters - PTA report - Collaboration with other institute and universities - Lecture documentation formats - Academic calendars - Design briefs of all years - presentations by faculties on Innovative teaching methods. -Final year student individual topic wise sessions by faculties and Alumni. For Term II: Academic Audit report and action taken, feedback -Personality development Programme for students Programme for Non-teaching staff: - For personality development and formal communication
	Collaborative quality initiatives with other institution(s)		-Collaboration with Bharati Vidyapeeth by Ar. Asmita Kale- Site planning and landscape

Criterion VII: Institutional Values & Best Practices

PLAN OF ACTION for CRITERION 7:
  • Online students' exhibition to be conducted.
ACTION TAKEN:
  • Online student's work exhibition planned

No	Key indicators	Status of 2021-22 (TERM I)
7.1.1	**Measures initiated by the Institution for the promotion of gender equity during the year.**	• Infrastructure to be maintained • Annual gender sensitization plan: Separate meetings with all girl students to be conducted by class coordinator and maintain record of the same. • Women's Day- 8th March • Women in Architecture_ Quiz-3rd March

7.1.2	*Facilities for alternate sources of energy and energy conservation*	Solar energy: Solar panels installed on all the hostel roofs in campus. Use of LED bulbs is promoted to save energy. Geo tagged photographs taken.
7.1.3 (QLM)	**The facilities in the Institution for the management of the following types of degradable and non-degradable waste.**	**Solid waste management:** Campus level garbage collection done in the form of dry and wet waste segregation. PMS vehicle daily visits the campus for the same purpose. **Liquid waste management:** STP provided at the campus level for treatment of greywater. Biomedical waste management: Separate bio waste collection van visits the dental institute for collection of bio waste. **Waste recycling system:** Treatment plant at campus level for grey water treatment. Hazardous chemicals and radioactive waste management: not applicable as no such waste is generated in campus.
7.1.1	**Measures initiated by the Institution for the promotion of gender equity during the year.**	• Infrastructure is maintained. • Annual gender sensitization plan: Separate meetings with all girl students to be conducted by class coordinator and maintain record of the same. • Women's Day- 8th March • Women in Architecture_ Quiz-3rd March
7.1.2	*Facilities for alternate sources of energy and energy conservation*	Solar energy : Solar panels installed on all the hostel roofs in campus. Use of LED bulbs is promoted to save energy. Geo tagged photographs taken.
7.1.3 (QLM)	**The facilities in the Institution for the management of the following types of degradable and non-degradable waste .**	Solid waste management: Campus level garbage collection done in the form of dry and wet waste segregation. PMS vehicle daily visits the campus for the same purpose. Liquid waste management: STP provided at the campus level for treatment of greywater. Biomedical waste management: Separate bio waste collection van visits the dental institute for collection of bio waste. Waste recycling system: Treatment plant at campus level for grey water treatment. Hazardous chemicals and radioactive waste management: not applicable as no such waste is generated in campus.
7.1.7	*The Institution has disabled-friendly, barrier free environment*	Built environment with ramps/lifts for easy access to classrooms: Ramps provided for institution. Disabled-friendly washrooms: provision of disabled friendly washrooms at institute level.
7.1.8 (QLM)	*Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities*	Tolerance and harmony towards culture: Celebration of Ganpati festival at campus level: This year due to the pandemic situation could not be celebrated. Celebrated Vachan Prerna din on 15th October **Following events will be undertaken:** **Marathi bhasha day celebration-** 27th January **Pledge day-** 25th January

7.1.7	*The Institution has disabled-friendly, barrier free environment*	Built environment with ramps/lifts for easy access to classrooms: Ramps provided for institution. Disabled-friendly washrooms: provision of disabled friendly washrooms at institute level.
7.1.8 (QLM)	*Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities*	Tolerance and harmony towards culture: Celebration of Ganpati festival at campus level: This year due to the pandemic situation could not be celebrated. Celebrated Vachan Prerna din on 15th October. Following events will be undertaken: • Marathi bhasha day celebration- 27th January Pledge day- 25th January
7.1.9 (QLM)	*Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens*	**Tree plantation drive:** To spread awareness of importance of tree plantation and follow green practices this event is conducted every year. Tree plantation done on **Following events to be held:** Constitution of India – lecture to be conducted for B.Arch. Oath ceremony- to be conducted. 31st January
7.1.10	*code of conduct for students, teachers, administrators and other staff*	The Code of Conduct is displayed on the website. Plagiarism awareness lecture conducted by Library of the institute for staff and students. _ In March
7.1.11 (QLM)	*Celebration of national and international commemorative days, events and festivals*	15th August Independence Day Celebration done at ground in the campus. 26th January republic day celebration will be done at the Campus level.
7.2.1	*Best practice : Exhibition of the students work.*	. Online exhibition to be hosted by college
7.2.2	*Best practice : Virtual study tour exhibition*	A virtual study tour will be conducted and the Report compiled and printed.
7.3.1	*Portray the performance of the Institution in one area distinctive to its priority and thrust*	Online teaching modules made. Google sheet regular documentation Quarter reports maintained.

Ar. Priyanka Chavan
(IQAC Coordinator)

Dr. Banani Banerjee
(Principal)