


SSR 2019-20 to 2023-24	
Criterion VI – Governance, Leadership and Management	
6.5.1: Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities	

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Satish Misal Educational Foundation's



BRICK
SCHOOL OF ARCHITECTURE

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2	Representative examples of minutes of meeting and action taken report of Academic Coordination Committee in academic year 2022-23



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Academic Coordination Committee

The Academic Coordination Committee (ACC) in Brick school of architecture typically plays a crucial role in overseeing and enhancing the teaching and learning process. They assist in the development of a learner-centred environment that supports high-quality instruction and the professional development of faculty members to enable them to acquire the skills and tools needed for interactive teaching and learning.

Constitution of ACC

The ACC have following members.

1. The Principal
2. The Vice Principal (Academic Coordinator)
3. Four Associate Professors (senior faculty)

Roles and Responsibilities of ACC

The Academic Coordination Committee at SMEF's Brick School of Architecture plays a pivotal role in maintaining and enhancing the educational standards and academic integrity of the institution. This committee is structured into four main branches: Curricular, Co-Curricular and Extension, Innovation and Research Cell, and Student Welfare, each dedicated to specific aspects of the academic environment.



Minutes of Academic coordination committee meeting conducted on 17th February, 2022

Topic	Deliberations on introspective evaluation of our academic and social growth in respect to NAAC criteria's and other portfolio targets, tasks ,timeline and value addition
Venue	Board Room
Date	17 th February, 2022
Time	12:30 noon
Called by	Ar. Manali Deshmukh
Chaired	Dr. Poorva Keskar
Present	Dr. Poorva Keskar (Principal), Dr. Vaidehi Lavand, Ar. Shraddha Manjarekar, Ar. Sudhir Deshpande, Ar. Ketaki Gujar, Ar. Sharduli Joshi

Points discussed about NAAC		
Sr. No.	Points discussed	Action Plan
1	<p>Format of Lesson Plan – Discussion was happened on misinterpretation on the lesson plan made by NAAC team at the time of visit.</p> <p>Poorva madam told that the lesson plan is only one part of the assessment. She showed one of the summaries from NAAC AQAR report written for Quality assurance. She further told that Lesson plan format need to be revised including program outcomes and objectives given in the course structure of particular pattern syllabus. She further suggested designing the explorations as per the programs outcomes and objectives, gist of documentation of previous term+ result analysis. Also it should include result analysis.</p> <p>Poorva madam suggested to Shraddha to prepare a new format of lesson plan and documentation and give orientation session for the faculty.</p>	<p>Shraddha to prepare a new format of lesson plan and documentation and give orientation session for the faculty.</p> <p>The lesson plan is to be renamed as TQAT i.e Teaching –Learning Quality Assessment Tool.</p>

2	<p>Elective documentation should be related to NAAC criteria 1.2.1.</p> <p>There was discussion happened on the organizing certificate sources. Poorva madam suggested motivating the students for completing at least one certification course per year. Also she told about the communication done by Sharduli and Manali madam with Alliance the France for Fresh language learning. Also Sharduli mentioned about the Maxmiller Bhavan and SPPU for German language learning. Also, Poorva madam suggested that students credentials which can be linked with the respective audit courses.</p>	<p>Shraddha to coordinate with elective faculties and documentation team to collect documentation from respective faculties.</p> <p>Shraddha, Neha and Bhagyashree to give a presentation at the start of academic year to motivate the students for participating in certificate courses.</p> <p>Sudhir to conduct a meeting with students to convey the idea of audit course credentials before the filling on examination forms of next semester.</p>
3	<p>There was a discussion happened on how the cross cutting issues relevant to ethics, Gender, human values, environment and sustainability can be addressed. Vaidehi suggested designing some explorations or exercises that can be addressed to cross cutting issues.</p>	<p>Shraddha to do a list of activities and exercises from faculty documentation of their subjects and further to keep a documentation of the same.</p>
4	<p>Feed back for last pattern syllabus feed back</p>	<p>Shraddha to share google forms to faculty for syllabus feedback & this to be conducted in May 2022</p>
5	<p>Assessment of Learners – Poorva madam suggested for introducing mentorship at the time of attendance and performance review of every quarter. Sudhir mentioned about the action did in previous review by Manali madam and everyone agreed on the</p>	<p>Shraddha to make a google drive on mentorship, and record all the e-mail communications between the mentors and students/parents.</p> <p>Sudhir to identify mentors for first and</p>



	mentorship decision. There was intense discussion happened on interpreting the definition for slow learner. Everyone agreed on the non performing students to be considered as slow learners and mentors to be allotted to them.	second year batches with class facilitators Competition team to mentor the advanced learners
6	Course Outcomes – Poorva madam suggested to plan 3 subject presentations from 3 labs to show achieved program outcomes. There was a discussion happened on finalizing a day for above presentations.	Committee to finalize a day for scheduling these presentations
7	Student Satisfaction survey – Poorva madam suggested to conduct the survey after every semester. Shraddha mentioned about the previous response and format of the survey	IQAC coordinator i.e. Shraddha to design/ update the format of survey. Shraddha to conduct a survey in the fourth week of October and April of every academic year
8	Research Grants – Poorva madam suggested to Vaidehi about checking of different platforms for grants. She showed one of the platform for the same i.e. IKI. Sudhir suggested to hunt for SPPU QIP's for grants. Vaidehi communicated the status of ASPIRE and INTACH grants and suggested to sign MOU with ICOMOS to get availability of more grants	Vaidehi to hunt for new opportunities for getting grant based research projects
9	The discussion was done about seminars and conferences. Sharduli suggested appreciating the faculties in one of the scheduled events to motivate them for research paper writing. Poorva madam suggested making a rule of at least one publication compulsory for faculties. Everyone agreed upon not to consider Enthuva workshops under certificate	Vaidehi to conduct orientation sessions for faculties to motivate for publication.



	courses. Also, everyone agreed upon the extension activities to be initiated through COE.	
Points discussed about Events		
Sr. No.	Points discussed	Action Plan
1	Ketaki explained the event schedule for a whole year. Poorva madam suggested doing more outdoor activities with students. She further suggested exploring and documenting nearby temples in Undri area and that study can be presented on the occasion of world heritage day. Poorva madam suggested Vaidehi to plan heritage walks to create expertise into particular subject.	Vaidehi and Ketaki to plan some exercises on the occasion of world heritage day.
2	Ketaki presented her ideas for Earth day event. Poorva madam communicated her action plan about donation of waste under COE . Also she communicated about plantation activity in college campus under COE.	All faculties need to hunt more ideas about these days celebration
3	Poorva madam suggested scheduling Yoga day activity by inviting some expert explaining the importance of Yoga followed by the Yoga activity.	Ketaki and team to plan Yoga event accordingly
4	Shraddha suggested planning some events for Alumini. Poorva madam expressed some financial limits for arranging a grand event for current Scenario	Sharduli and team is working on these type of events.
5	For Yong mind connects, Ketaki communicated about their communication with our Alumni Ar. Anirudhha Agara on the topic of Metarch – computation design.	Ketaki and team need to finalize about this discussed and further events also.



6	Shraddha mentioned about the organizing one program about Gender sensitization program. One needed for this academic year also.	Shraddha to arrange one program in April 2022 for current academic year. And this session is to be scheduled at the start of academic year.
7	Brick Conversation – The discussion was happened about new topics inclusion in brick conversation.	Ketaki to plan brick conversation in consulatation with Nupoor’s friend Ar. Anisha Patel’s on lecture on A Sustainable city – Masdar.
8	Sudhir expressed a concern on addressing about unsung heroes of our nation and their contribution. Ketaki suggested about planning any new activities by clubbing with existing scheduled events to avoid unnecessary addition of new events in calender.	Ketaki and team to plan these sessions / small programs the occasion of Republic day and Independence day.

The meeting was concluded by thanking everyone for attending the meeting and the next date for Meeting is confirmed on Monday i.e. 21st February, 2022 to discuss NAAC criteria 4 & 5. Another ACC meeting is scheduled on 24th February to discuss remaining criteria of NAAC and individual portfolios.

Ar. Manali Deshmukh
ACC, Chairman




Ar. Poorva Keskar
Principal

Action Taken Report Based on the Academic Coordination Committee Meeting Held on 17th February, 2022

Sr. No.	Points Discussed	Action Plan Suggested	Action Taken
1	Format of Lesson Plan – Misinterpretation by NAAC team; suggested revisions.	Shraddha to prepare a new format of lesson plan and documentation. Orientation session for faculty. Renaming lesson plan as TQAT.	New format of lesson plan (TQAT) prepared. Orientation session for faculty conducted.
2	Elective documentation related to NAAC criteria 1.2.1. Encouraging certification courses.	Shraddha to coordinate with elective faculties for documentation. Presentation to motivate students for certificate courses. Meeting with students about audit course credentials.	Documentation collected. Presentation conducted at the start of the academic year. Meeting held with students about audit course credentials.
3	Addressing cross-cutting issues relevant to ethics, gender, human values, environment, and sustainability.	Shraddha to compile a list of activities and exercises from faculty documentation.	List of activities and exercises compiled and documented.
4	Feedback on last pattern syllabus.	Shraddha to share Google forms for syllabus feedback by May 2022.	Google forms for syllabus feedback shared with faculty and feedback collected in May 2022.
5	Assessment of Learners – Introducing mentorship during attendance and performance reviews.	Shraddha to create a Google Drive for mentorship records. Sudhir to identify mentors for first and second year batches.	Google Drive for mentorship records created. Mentors identified and allocated for first and second year batches.
6	Course Outcomes – Plan 3 subject presentations from 3 labs to show achieved	Committee to finalize a day for scheduling these	Day for presentations finalized and presentations conducted.



	program outcomes.	presentations.	
7	Student Satisfaction Survey – Conduct after every semester.	Shraddha to design/update the format of the survey. Conduct survey in October and April.	Survey format updated. Surveys conducted in October and April.
8	Research Grants – Check platforms for grants. Mention ASPIRE and INTACH grants.	Vaidehi to hunt for new opportunities for grant-based research projects.	New opportunities for grant-based research projects identified and pursued.
9	Seminars and Conferences – Motivating faculty for research paper writing and publications.	Vaidehi to conduct orientation sessions for faculty.	Orientation sessions conducted. Faculty motivated for research publications.



Minutes of Academic coordination committee meeting conducted on 14th July, 2022

Topic	Enhancing Brick culture
Venue	Board Room
Date	14 th July, 2022
Time	1:00 pm
Called by	Dr. Poorva Keskar
Chaired	Dr. Poorva Keskar
Present	Dr. Poorva Keskar (Principal), Ar. Manali Deshmukh, Dr. Vaidehi Lavand, Ar. Shradhha Manjarekar, Ar. Sudhir Deshpande, Ar. Ketaki Gujar

Sr. No.	Points discussed	Action Plan
1	There was a discussion on student's feedback and new format.	Manali madam communicated about the feedbacks received from students. Poorva madam suggested Manali Madam to discuss student's feedback from last semester.
2	Shradhha madam expressed a concern about attendance in the class especially in the morning lectures.	Poorva madam gave directives about being more strict about students attendance in the initial weeks of the semester.
3	Poorva madam raised an issue regarding the implementation the buddy system for better academic performance.	Sudhir suggested allotting the senior students catering to group of students rather than doing individually. Ketaki suggested allotting the senior students as per their residential location for getting easy access for junior students. Poorva madam and Manali madam suggested Ketaki to put this issue in students council meeting.
4	Manali madam opened a discussion regarding enhancing brick culture.	Poorva madam suggested having faculty dining or tea with students in Muktangan area in break time. Also she suggested that faculty should spend more time with students like playing sports, discussing something, doing performance, music etc. Manali madam raised a concern about involvement and initiatives of students in conducting and planning activities especially for NASA. Ketaki communicated



		<p>about the similar issues discussion in the students council meeting.</p> <p>Sudhir suggested about theatre or parallel kind of activities starting in the campus after college time. Vaidehi also agreed to do so.</p>
5	<p>Poorva madam opened a discussion about reviving all clubs for more participative environment. Also she asked about the background work for film making competition. She suggested enquiring about the jury names for our film making competition.</p>	<p>Manali madam put an idea of utilizing the Wednesday after college hours to have club activities.</p> <p>Shraddha madam suggested spreading awareness about the clubs to new students especially first year. Ketaki agreed on the same.</p> <p>Ketaki communicated about the work in progress for film making competition. Vaidehi madam suggested few names like Atul Kulkarni, Umesh Kulkarni, Radhika Apte for jury. Others also suggested few names.</p> <p>Poorva madam and Manali madam suggested an idea about staging Grips theatre at our institute.</p> <p>Ketaki communicated about Student council Meeting with ACC to be scheduled at 21st July, 2022. She agreed on conveying the same to student council.</p>
6	<p>Manali mam raised an issue regarding possibility of escalating budget for Unnat Bharat Surveys.</p>	<p>Manali mam suggested to take 5 students per village for Unnat Bharat Project and suggested Shraddha madam to prepare a budget for the same.</p> <p>Shraddha madam agreed on the plan fitting in approved budget.</p>

The meeting was concluded by thanking everyone for attending the meeting.

Ar. Manali Deshmukh
ACC, Chairman
Vice Principal



Dr. Poorva Keskar
Principal



Action Taken Report Based on the Academic Coordination Committee Meeting Held on 14th July 2022

Sr. No.	Points Discussed	Suggested Action Plan	Action Taken
1	Discussion on student feedback and new format	Manali Deshmukh to discuss students' feedback from the last semester.	Manali Deshmukh reviewed and discussed students' feedback from the last semester with the relevant faculty members.
2	Concern about attendance in morning lectures	Faculty to be stricter about student attendance, especially in the initial weeks of the semester.	Faculty members were instructed to be more stringent regarding student attendance, particularly during the initial weeks of the semester.
3	Implementation of the buddy system for better academic performance	Allocate senior students to groups based on residential location for easier access for juniors.	The buddy system was revised to allot senior students to groups based on their residential location. This proposal was discussed in the Student Council meeting.
4	Enhancing Brick culture	Faculty to spend break times with students, engage in activities, and consider theatre/parallel activities after college hours.	Faculty members began engaging with students in the Muktangan area during breaks, participating in various activities. Discussions about starting after-college activities are ongoing.
5	Reviving clubs and planning the film-making competition	Schedule club activities on Wednesdays after	Club activities were scheduled, and awareness was raised among first-year

		college hours; initiate the film-making competition planning and jury selection.	students. The groundwork for the film-making competition and jury selection is in progress. The idea of Grips Theatre is being explored.
6	Budget for Unnat Bharat Surveys	Prepare a budget plan for the Unnat Bharat Project involving five students per village.	Shraddha Manjrekar prepared a budget plan that fits within the approved budget for the Unnat Bharat Project.



Minutes of Academic coordination committee meeting conducted on 7th November, 2022

Topic	Discussion on some academic issues and finalizing academic calendar
Venue	Board Room, Principal Cabin
Date	7 th November, 2022
Time	2:30pm – 8:15pm
Called by	Dr. Poorva Keskar
Chaired	Dr. Poorva Keskar
Present	Dr. Poorva Keskar (Principal), Ar. Manali Deshmukh (Vice Principal), Dr. Vaidehi Lavand, Ar. Shraddha Manjrekar, Ar. Sudhir Deshpande, Ar. Ketaki Gujar, Ar. Sharduli Joshi

Sr. No.	Points discussed	Action Plan
1	Poorva madam initiated the discussion regarding the dates of COA –TRC. She further asked Sharduli about finalization of sessions in COA –TRC.	Sharduli confirmed the dates as 2 nd -6 th January and she communicated basic structure of the sessions.
2	Poorva madam expresses a concern on the orientation program for first year students. As college need to take care of parents and students convenience in stay and travel. Poorva madam suggested to Manali madam about communicating the orientation session to parents. Also directed Sharduli to handle induction session. Everone was agreed upon the induction session should be more lively because of offline learning.	Manali madam suggested and everyone was agreed upon the following dates: 22 nd November – Parent orientation session 23 rd , 24 th , & 25 th November – Induction session 26 th , 27 th November – Holiday 28 th November – Commencement of college

3	Poorva madam opened a discussion about arrangement of settlement visit and exposure tour.	Manali madam suggested both tours should be separately planned and everyone was agreed upon the same.
4	Manali madam opened a discussion about a need of design workshop by Poorva madam to all faculties.	Poorva madam agreed on the same and suggested to plan her workshop on 26 th November.
5	Poorva madam suggested to Vaidehi madam to schedule shut up and write session for faculties. And also suggested Manali madam about the generation of online modules from faculties.	Manali madam suggested having the shut up and writing session and Online module session in between 20 th -25 th November for all faculties other than first year.
6	Poorva madam suggested and gave a motivational talk on developing your expertise in future period.	Everyone from committee agreed on the same and committed to develop their own expertise with good industrial connect.
7	Sudhir opened a discussion about appointing a person for physical education subject. Poorva madam suggested checking available names with their qualification as only sports teacher is eligible for the same.	Examination team needs to find the sport teacher with required qualification and to confirm with Poorva madam for further appointment.
8	Poorva madam further opened a discussion about Convocation event.	Poorva madam suggested Manali madam to have a discussion of itinery and other preparations with events team and to discuss the same with Pooja madam.
9	Poorva madam suggested Sharduli to identify the young architects names for TQAT.	Poorva madam directed Sharduli to enquire with Alumni students to get the professionals with whom they are working.
10	Poorva madam suggested the need of participation in various professional bodies.	The committee members are agreed on the same.
11	Poorva madam opened a discussion about the possibilities of collaborations in coming	Manali madam talked on the summing up event with RVS and suggested to have this



	period.	<p>event in the Brickfest. Also she put the possibility of collaboration of fourth year with Krevra, Mumbai.</p> <p>Poorva madam suggested Sudhir to talk with design team regarding integrated semester.</p>
12	Poorva madam expressed a concern about open juries across the classes.	Manali madam agreed and she further suggested having these juries after 3 pm or also on Saturdays to give vertical interaction of students.
13	Poorva madam opened a discussion on the modifications of dates in academic calendar.	Everyone was involved in the discussion and tentative dates of brickfest, settlement study tours, TQAT and commencement of classes were decided. As the exam schedule was not received, it was a tentative calendar prepared for further action plans.

The meeting was concluded by thanking everyone for attending the meeting and the next date for Meeting is to be confirmed



Ar. Manali Deshmukh
ACC, Chairman, Vice Principal



Dr. Poorva Keskar
Principal

Minutes of Academic coordination committee meeting conducted on 14th March, 2023

Topic	Discussion on some academic issues and Thesis work
Venue	Principal Cabin
Date	14 th March, 2023, Tuesday
Time	2:30pm – 3:30pm
Called by	Dr. Poorva Keskar
Chaired	Dr. Poorva Keskar
Present	Dr. Poorva Keskar (Principal), Ar. Manali Deshmukh (Vice Principal), Dr. Vaidehi Lavand, Ar. Shraddha Manjarekar, Ar. Sudhir Deshpande

Sr. No.	Points discussed	Action Plan
1	Poorva madam suggested Vaidehi to plan research sessions for faculties. She further suggested having session on abstract and methodology discussion on the abstracts and papers written in Shut up & writing session in December, 2022.	Vaidehi madam suggested to have this session in the 2 ND week of April and suggested Dr. Parag Narkhede's name as a reviewer. Poorva madam suggested the Dr. Sujata Karve's name as an expert for SPSS session.
2	Poorva madam suggested the need of participation in various professional bodies. She further suggested for getting involved in different events and teams in the same bodies.	The committee members are agreed on the same and shown their interest.
3	Manali madam told about sharing responsibilities in academic disciplines, enrichments and culture at institute. She further suggested thinking beyond our own portfolios works.	Everyone was agreed on the same and shown interest to take responsibilities for the betterment of institute.
4	Vaidehi madam asked about the presence of fifth year for coming Saturday event of Mr.Karl Wadia. Poorva madam directed Vaidehi to make these and similar events mandatory for final year students.	Everyone was agreed on the concern of slow progressive working of final year students for thesis. Poorva madam suggested making compulsory physical studios for final year students from next week. Also she suggested to Manali madam to allot the faculties for these studios

		considering their attendance as a workload. Sudhir suggested Vaidehi madam regarding planning of online meeting to convey the idea of mandatory studios to final year students.
5	Poorva madam suggested that every faculty member should complete one online certification course in the month of May.	Manali madam suggested to Shradhha about sharing list of probable courses with available platforms to faculties.
6	Poorva madam suggested having at least one collaboration for any year in a semester.	The committee members are agreed on the same and shown their interest.
7	Poorva madam appreciated about planning of juries of across the years on 23 rd March.	Manali madam reminded an idea of open juries that was discussed in last ACC meeting.

The meeting was concluded by thanking everyone for attending the meeting and the next date for Meeting is to be confirmed

Ar. Manali Deshmukh
ACC, Chairman, Vice Principal



Dr. Poorva Keskar
Principal




Action Taken Report Based on the Academic Coordination Committee Meeting Held on 12th March 2023

Sr. No.	Points Discussed	Action Plan suggested	Action Taken
1	Planning research sessions for faculties, discussion on abstracts and methodology from the December 2022 Shut up & writing session.	Session to be held in the 2nd week of April with Dr. Parag Narkhede as reviewer. Dr. Sujata Karve to be the expert for SPSS session.	Session scheduled for the 2nd week of April. Dr. Parag Narkhede and Dr. Sujata Karve confirmed as reviewer and expert, respectively.
2	Need for participation in various professional bodies and involvement in different events and teams.	Committee members to participate and engage in professional bodies and events.	Committee members expressed interest and agreed to participate in professional bodies and events.
3	Sharing responsibilities in academic disciplines, enrichment, and culture at the institute.	Encourage faculty to take on responsibilities beyond their own portfolios.	Faculty members agreed to take on additional responsibilities for the betterment of the institute.
4	Mandatory attendance for final-year students at events like Mr. Karl Wadia's session; concerns about thesis progress and physical studios.	Make events mandatory for final-year students. Implement compulsory physical studios for final-year students starting next week.	Mandatory attendance for events implemented. Compulsory physical studios scheduled to start next week. Faculty allotments made considering attendance as workload.
5	Completion of one online certification course by each faculty member in May.	Share list of probable courses and platforms with faculty.	Shraddha Manjarekar to share the list of courses and platforms with faculty members.



6	At least one collaboration for any year in each semester.	Encourage faculty to initiate collaborations.	Faculty members agreed to pursue collaborations for the semester.
7	Planning of juries across the years on 23rd March and the idea of open juries.	Finalize plans for juries and consider implementing open juries.	Juries planned for 23rd March. Open juries concept to be explored further.



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Administration Coordination Committee

Established in June 2015 the main objective of Administration Coordination Committee is to ensure smooth functioning of Administration of the Institute

Functions of Committee:

Looking after the smooth functioning of various departmental activities like:

- a. Admission
- b. Accounts and Finance
- c. Exam
- d. Transportation
- e. Hostel
- f. Canteen
- g. General Maintenance
- h. Government Compliances
- i. Students Scholarship

Administration Coordination Committee have following members:

- 1) Principal
- 2) Two Administrative Officer
- 3) Finance Officer
- 4) Digital Laboratory Officer
- 5) Infrastructure Officer
- 6) Librarian
- 7) Executive Assistant
- 8) Accounts Assistant
- 9) Sr. Clerk
- 10) Administrative Assistant


Minutes of Administration Coordination Meeting conducted on July 11th, 2022

Sr No	Points Discussed	Action Plan
1	Dr. Poorva Keskar: Needs to speak with Ms. Pooja Misal about the guest for 12 on 12.	Dr. Poorva Keskar to have a discussion with Ms. Pooja Misal regarding the guest for the 12 on 12 event.
2	Chandan Chougule and Sukhada Bahulkar: Completion of dead stock register and Alumni meeting arrangements.	Dead stock register to be completed with help from Sagar Nangare by 01 August 2022 and updated every six months. Alumni fund details and library late fines to be confirmed and sent to Dr. Keskar.
3	Rupali Dhanwade: Preparation of data for COA inspection visit on 10th August 2022.	Rupali Dhanwade to organize and prepare academic, administrative, and infrastructure data for the Council of Architecture inspection for M.Arch course approval.
4	Shweta Sarode (Library Department): Finalizing library event theme, checking 4th year's syllabus, and improving communication.	Finalize the theme "Between the Covers" with Ar. Ramiya Gopal, check the 4th year's revised syllabus, prepare a list of suggested books, and attend Monday meetings for better communication.
5	Mushtaq Shaikh: UPS repair proposal and ERP bill release.	Provide the UPS repair proposal and send an email to request the release of two ERP bills.
6	Mahesh Pardeshi (Admin Department): Pricing of hotels for Dr. Keskar.	Obtain and provide the prices of hotels suggested to Dr. Poorva Keskar.
7	Sagar Nangare (Infrastructure Department): Organization of the medical room.	Properly arrange the medical room.
8	General Discussed Points: Department-wise work details, board room cupboard cleaning, and key management.	Carry out work details department-wise. Clean one cupboard from the board room, with the key to be held by Mr. Nagnath Pawar or Mr. Aatish Kamble.

The meeting was concluded by thanking everyone for attending the meeting.



Ar. Poorva Keskar

Principal

Action Taken Report Based on Administration Coordination Meeting held on July 11th, 2022

Sr. No.	Points Discussed	Action plan suggested	Action taken
1	Dr. Poorva Keskar: Needs to speak with Ms. Pooja Misal about the guest for 12 on 12.	Dr. Poorva Keskar to have a discussion with Ms. Pooja Misal regarding the guest for the 12 on 12 event.	Dr. Poorva Keskar had the discussion with Ms. Pooja Misal and finalized the guest for the event.
2	Chandan Chougule and Sukhada Bahulkar: Completion of dead stock register and Alumni meeting arrangements.	Complete the dead stock register with help from Sagar Nangare by 01 August 2022 and update every six months. Confirm and send Alumni fund details and library late fines to Dr. Keskar.	The dead stock register was completed by the deadline and will be updated every six months. Alumni fund details and library fines were confirmed and sent.
3	Rupali Dhanwade: Preparation of data for COA inspection visit on 10th August 2022.	Organize and prepare academic, administrative, and infrastructure data for the Council of Architecture inspection for M.Arch course approval.	The data was organized and prepared, ready for the COA inspection on 10th August 2022.
4	Shweta Sarode (Library Department): Finalizing library event theme, checking 4th year's syllabus, and improving communication.	Finalize the theme "Between the Covers" with Ar. Ramiya Gopal, check the 4th year's revised syllabus, prepare a list of suggested books, and attend Monday meetings for better communication.	The library event theme was finalized with Ar. Ramiya Gopal. The revised syllabus was checked, and a list of suggested books was prepared. Communication in meetings has improved.
5	Mushtaq Shaikh: UPS repair proposal and ERP bill release.	Provide the UPS repair proposal and send an email to request the release of two ERP bills.	The UPS repair proposal was submitted, and an email was sent requesting the release of the ERP bills.
6	Mahesh Pardeshi (Admin Department): Pricing of hotels for Dr. Keskar.	Obtain and provide the prices of hotels suggested to Dr. Poorva Keskar.	The prices of the hotels were obtained and provided to Dr. Poorva Keskar.
7	Sagar Nangare (Infrastructure Department): Organization of the medical room.	Properly arrange the medical room.	The medical room has been properly arranged as instructed.
8	General Discussed Points: Department-wise work details, board room cupboard cleaning, and key management.	Carry out work details department-wise. Clean one cupboard from the board room, with the key to be held by Mr. Nagnath Pawar or Mr. Aatish Kamble.	Department-wise work details have been organized. The board room cupboard was cleaned, and the key is now with Mr. Nagnath Pawar.




Dr. Poorva Keskar

Principal

Minutes of Administration Coordination Meeting conducted on December 19th, 2022

Topic	Regular Admin Meeting
Venue	Principal Cabin
Date	December 19 th , 2022. Monday
Time	11.30 pm Onwards
Present	Dr. Poorva Keskar, Medha Deo, Rupali Dhanawade, Aditi Joshi, Sukhada Bahulkar, Chandan Chougule, , Mahesh Pardeshi, Sagar Nangare, Mushtaq Shaikh, Nima Jagtap

Sr No	Points Discussed	Action Plan
1	Chandan Chougule and Sukhada Bahulkar presented the current status of fees collection from students.	Provide the pending council fund/tuition fee list to the class facilitator and council members. Freshers party budget to be taken from student council.
2	Mahesh Pardeshi: Meeting with Security supervisor to be arranged for graduation day and freshers' programs.	Ensure that the security supervisor meeting is scheduled and finalized for the events on 23 rd and 24 th to manage the expected large crowd.
3	Sagar Nangare: Infrastructure duties assigned to Sagar Nangare with support from Medha madam.	Send mail to Sagar Nangare outlining infrastructure requirements for the fresher's party. Purchase and install new halogens. Admin presence on 24 th Dec.
4	Rupali Dhanwade & Aditi Joshi: Responsibility for sending invitations.	Rupali Dhanwade to send invitation letters to trustees. Aditi Joshi to send other invitations via email.
5	Poorva Keskar: Graduation ceremony managed by an event management company.	Institute staff to coordinate with the event management company to ensure smooth execution of the graduation ceremony.
6	Medha Deo & Aditi Joshi: Coordination for certificates, gifts, and Chief Guest's gift.	Medha Deo, with faculty members Akshay Gandhi and Anurakti Yadav, to handle certificates and gifts for graduates. Aditi Joshi to coordinate the Chief Guest's gift with the Director.

The meeting was concluded by thanking everyone for attending the meeting.




Ar. Poorva Keskar

Principal


Action Taken Report Based on Administration Coordination Meeting held on December 19th, 2022

Sr No	Points Discussed	Action plan suggested	Action taken
1	Chandan Chougule and Sukhada Bahulkar presented the current status of fees collection from students.	Provide the pending council fund/tuition fee list to the class facilitator and council members. Freshers party budget to be taken from student council.	Pending council fund/tuition fee list provided to class facilitators and council members. Freshers party budget secured from student council.
2	Mahesh Pardeshi: Meeting with Security supervisor to be arranged for graduation day and freshers' programs.	Ensure that the security supervisor meeting is scheduled and finalized for the events on 23rd and 24th to manage the expected large crowd.	Meeting with Security supervisor arranged and finalized for event security on the specified dates.
3	Sagar Nangare: Infrastructure duties assigned to Sagar Nangare with support from Medha madam.	Send mail to Sagar Nangare outlining infrastructure requirements for the fresher's party. Purchase and install new halogens. Admin presence on 24th Dec.	Infrastructure requirements communicated to Sagar Nangare. Halogens purchased and installed. Admin presence confirmed for 24th Dec.
4	Rupali Dhanwade & Aditi Joshi: Responsibility for sending invitations.	Rupali Dhanwade to send invitation letters to trustees. Aditi Joshi to send other invitations via email.	Invitation letters sent to trustees by Rupali Dhanwade. Other invitations emailed by Aditi Joshi.
5	Poorva Keskar: Graduation ceremony managed by an event management company.	Institute staff to coordinate with the event management company to ensure smooth execution of the graduation ceremony.	Coordination established with the event management company; preparations for the graduation ceremony are on track.
6	Medha Deo & Aditi Joshi: Coordination for certificates, gifts, and Chief Guest's gift.	Medha Deo, with faculty members Akshay Gandhi and Anurakti Yadav, to handle certificates and gifts for graduates. Aditi Joshi to coordinate the Chief Guest's gift with the Director.	Certificates and gifts for graduates are being prepared by Medha Deo and faculty members. Chief Guest's gift coordination completed by Aditi Joshi.



Dr. Poorva Keskar

Principal