



MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARCHITECTURE, RASAYANI
Pillai HOCL Educational Campus via Panvel, Dist. Raigad - 410207

Date 9/03/2018

NOTICE

All the members of the IQAC (Internal Quality Assurance Cell) are hereby informed to attend a meeting which will be held on 16th March 2018 at 2.30 pm in the Conference room.

Agenda for the Meeting:

1. Official formation of the IQAC team of Pillai HOC College of Architecture (PHCOA)
2. General discussion about the duties and responsibilities of the IQAC team

All the members are required to attend the meeting.

Prof. Joydeep Dutta
IQAC Co-ordinator

Prof. Suchita Sayaji
Chairperson



Mahatma Education Society's
PILLAI HOC COLLEGE OF ARCHITECTURE RASAYANI

Minutes of Meeting of IQAC

Date: 16th March 2018

Agenda for the Meeting:

1. Official formation of the IQAC team of Pillai HOC College of Architecture (PHCOA)
2. General discussion about the duties and responsibilities of the IQAC team

Attendees:

Dr. Priam Pillai (Management Representative)

Priam Pillai

Dr. Lata Menon (Management Representative)

Lata Menon

Ar. Suchita Sayaji (Chairperson)

Suchita Sayaji

Mr. Pragnesh Shah (Senior Administrative officer)

Pragnesh Shah

Dr. Joydeep Dutta (IQAC Coordinator)

Joydeep Dutta

Ar. Aswathy Rajagopal (Faculty)

Aswathy Rajagopal

Ar. Sukesha Ghosh (Faculty)

Sukesha Ghosh

Ar. Pulkit Gupta (Faculty)

Pulkit Gupta

Ms. Sheena Nair (Admin Accounts)

Sheena Nair

Shashikant Lambate (Admin)

Shashikant Lambate

Tanuja Jambhale (Admin)

Tanuja Jambhale

Nihar Mhatre (Student)

Nihar Mhatre

Chintan Thakker (Alumni member)

Chintan Thakker

Date & Venue of Meet: 16/3/2018, 2:30 PM; PHCOA Principal's Conference Room

Minutes of Meeting:

1. The meeting was chaired by the Principal of PHCOA, who welcomed the members present and formally announced the IQAC team, which is as follows:

Chairperson: Prof. Suchita Sayaji

Management Representative: Dr. Priam Pillai , Dr. Lata Kasture Menon

Senior Administrative officer : Mr. Pragnesh Shah

IQAC Coordinator: Dr. Joydeep Dutta

Faculty members: Prof.Aswathy Rajgopal , Prof. Sukesha Ghosh, Prof. Pulkit Gupta, Prof. Sandhya Mhatre, Prof. Tejaswini Marode

Administrative Staff (Accounts) : Ms. Sheena Nair

Member Administration : Mr.Shashikant Lambate

Member Administration (Registrar) : Ms.Tanuja Jambhale

Member Student: Nihar Mhatre

Alumni member: Chintan Thakker

Employer/ Industrialists member : Mehul Solanki

2. The basic responsibilities and functions of the IQAC were highlighted, as follows:

- It is a quality enhancement and sustenance unit/organ that will work continuously for the overall improvement of the performance of the Institution
- It will establish, internalize and institutionalize the goals of quality enhancement in the Institution, as well monitor initiatives and best practices throughout the academic year
- It is a voluntary, participatory and facilitative function that will integrate all stakeholders in the academic process and engage with them periodically to ensure sustenance of quality education
- Strategies of the IQAC will ensure relevance and quality of academic and research programs

- Introduce modern methods of teaching and learning and regularly upgrade the same
- Network and collaborate with other institutes in the form of workshops and seminars on a regular basis.

3. With specific regard to PHCOA, the following suggestions were made and accepted for implementation:

- Augment and expand the scope and intensity of involvement of the Training & Placement Cell, including uploading of student portfolios on Google drive and directly contacting potential employers for interns and fresh graduates
- Special focus on research and documentation activities of the students and faculty
- Re-design of the student feedback system including new questions for individual teaching parameters.
- Revamp of the committee responsible for regular conduct of workshops, talks and seminars with continuous updating of potential expert speakers and resource persons.
- Discussion on conducting Student Development Programmes for enhancement of skills of students apart from regular academic development.
- Discussion on upgradation of library and computer laboratory facilities with new book titles and computer softwares to be procured
- Discussion to invite experts in the field of Sustainable Vernacular Architecture as a part of PHCOA Insight series as per their availability. Shortlisted experts : Ar. Anupama Kundoo, Ar. Rahul Srivastava, Ar. Sanjay Patil, Ar. Girish Doshi.

4. The tentative timing of the next IQAC review meeting was decided to be held in Nov 2018.





MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARCHITECTURE, RASAYANI
Pillai HOCL Educational Campus via Panvel, Dist. Raigad - 410207

Date 12/11/2018

NOTICE

All the members of the IQAC (Internal Quality Assurance Cell) are hereby informed to attend a meeting which will be held on 20th November 2018 at 2.00pm in the Conference room.

Agenda for the Meeting:

1. Finalizing Elective and College Projects
2. Implementation of mentor mentee system
3. Parent teacher meetings
4. Student initiative of Social outreach programme - Parivartan

All the members are required to attend the meeting.

Prof. Joydeep Dutta
IQAC Co-ordinator

Prof. Suchita Sayaji
Chairperson



Mahatma Education Society's
PILLAI HOC COLLEGE OF ARCHITECTURE RASAYANI

Minutes of Meeting of IQAC

Date: 20th November 2018

Agenda for the Meeting:

1. Finalizing Elective and College Projects
2. Implementation of mentor mentee system
3. Parent teacher meetings
4. Student initiative of Social outreach programme - Parivartan

Attendees:

Dr. Lata Menon (Management Representative) *Lata Menon*

Ar. Suchita Sayaji (Chairperson) *Suchita Sayaji*

Dr. Joydeep Dutta (IQAC Coordinator) *Joydeep*

Ar. Sandhya Mhatre (Faculty) *Sandhya Mhatre*

Ar. Aswathy Rajagopal (Faculty) *Aswathy*

Ar. Pulkit Gupta (Faculty) *Pulkit*

Ms. Sheena Nair (Admin Accounts) *Sheena*

Shashikant Lambate (Admin) *Lambate*

Tanuja Jambhale (Admin) *Tanuja*

Nihar Mhatre (Student) *Nihar M*

Date & Venue of Meeting: 20/11/2018, 2:00 PM; PHCOA Principal's Conference Room

Minutes of Meeting:

1. The Chairperson convened the meeting and welcomed the attendees.
2. The IQAC team shared general comments and experiences from the ongoing semester, with respect to the key areas discussed in the earlier meeting of March 2018 - with respect to Training & Placement Cell, Documentation, Feedback system from students, workshops held, etc.
3. The salient points discussed regarding the way forward are as follows:
 - a) Academically, the Architectural Design and Allied Design problems to be given to students of all years should be discussed by all concerned faculty to ensure that each batch of students is exposed to all kinds of building typologies abiding to the University of Mumbai syllabus.
 - b) List of electives and college projects (consisting of the flexible part of the syllabus) needs to be discussed and formalized before the starting of the next semester.
 - c) List of probable external jurors for Architectural Design jury to be revised
 - d) The effective implementation of the Mentor-mentee system was discussed in detail and the outcomes were deliberated upon. It was decided that a set of comprehensive counselling guidelines will be provided to the faculty, who will meet the student mentees at previously designated timings on a regular basis.
 - e) Probable dates for Parent Teacher meetings were tentatively decided.
4. The student initiative of social outreach programme and community service called "Parivartan" was discussed. The efforts and achievements of the students were mentioned and applauded.
5. The tentative timing of the next IQAC review meeting was decided to be held in April 2019.





MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARCHITECTURE, RASAYANI
Pillai HOCL Educational Campus via Panvel, Dist. Raigad - 410207

Date 3/04/2019

NOTICE

All the members of the IQAC (Internal Quality Assurance Cell) are hereby informed to attend a meeting which will be held on 11th April 2019 at 11.00 am in the Conference room.

Agenda for the Meeting:

1. Biometric system for students
2. Student participation in National and International competitions
3. Study tour for Documentation of Indian Handlooms
4. Annual Academic Exhibition for Architectural building Construction

All the members are required to attend the meeting.

Prof. Joydeep Dutta
IQAC Co-ordinator

Prof. Suchita Sayaji
Chairperson



Mahatma Education Society's
PILLAI HOC COLLEGE OF ARCHITECTURE RASAYANI

Minutes of Meeting of IQAC

Date: 11th April 2019

Agenda for the Meeting:

1. Biometric system for students
2. Student participation in National and International competitions
3. Study tour for Documentation of Indian Handlooms
4. Annual Academic Exhibition for Architectural building Construction

Attendees:

- Dr. Lata Menon (Management Representative) *Lata*
- Ar. Suchita Sayaji (Chairperson) *ms sayaji*
- Mr. Pragnesh Shah (Senior Administrative officer) *Pr*
- Dr. Joydeep Dutta (IQAC Coordinator) *jd*
- Ar. Sandhya Mhatre (Faculty) *Sandhya*
- Ar. Sukesha Ghosh (Faculty) *Sukesha*
- Ar. Tejaswini Marode (Faculty) *Tejaswini*
- Ar. Pulkit Gupta (Faculty) *Pulkit*
- Shashikant Lambate (Admin) *Lambate*
- Tanuja Jambhale (Admin) *Tanuja*
- Nihar Mhatre (Student) *Nihar*

Date & Venue of Meet: 12/03/2019, 11:00 AM; PHCOA Principal's Conference Room

Minutes of Meeting:

1. The Chairperson convened the meeting and welcomed the attendees.

3. The salient additional points discussed were:

- a) Effective ways to improve general attendance in theory and studio classes - handheld biometric to be introduced in addition to the existing biometric system, and effective measures will be taken to caution students against poor attendance.
- b) An incentive based system was discussed at length and it was agreed to apply from the next semester. Students participating in international and national competitions will be awarded additional credits, approved by the respective faculty mentors. The maximum cap for such extra marks and where all it will be applicable was decided. Announcement will be made at the beginning of next Academic Year (AY).
- c) Study Tour and Documentation: As part of the annual study tour and documentation later, 'Indian Handlooms and Architectural Impact' was chosen as a theme. Eight different destinations were chosen for the same, where a vertical group of about 20-30 students from the upcoming 2nd and 3rd year batch under stewardship of 2 -3 faculty will be documenting and implementing the analysis on their next semester design problem.
- d) An IQAC Workshop will be held shortly on the theme of "Revisions in Academic Syllabus of Mumbai University". The IQAC Coordinator, Dr. Joydeep Dutta, who served as advisor to the Board of Studies will be hosting the workshop, where feedback will be given to faculty on lines of the various points discussed at the Board of Studies. It was agreed that this will lead to improvement in the quality of the education imparted in general.
- e) It was decided to put up an Annual Academic exhibition for Architectural Building Construction by the end of March 2019.
- f) The need for a computer based MIS (Management Information System) was discussed. It will be implemented to make documentation and data-entry more centralized and transparent.
- g) The load distribution for teaching and time-table scheduling should also be done by computer software to ensure easy modifications; to avoid clashes of teaching assignments and proper utilization of infrastructure like projectors, etc.

