



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

Date 4/06/2019

NOTICE

All the members of the IQAC (Internal Quality Assurance Cell) are hereby informed to attend a meeting which will be held on 17th June 2019 at 1.30pm in the conference room.

Agenda:

1. Revised IQAC Committee
2. Finalizing Academic Calendar
3. Electives and College projects for the semester
4. Inviting experts for PHCOA Insight series
5. Study tours for Academic year 2019-20
6. Student participation in COA Awards

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

held on 17th June 2019 (1:30 PM) at PHCOA

Date: 17th June 2019

Agenda:

1. Revised IQAC Committee
2. Finalizing Academic Calendar
3. Electives and College projects for the semester
4. Inviting experts for PHCOA Insight series
5. Study tours for Academic year 2019-20
6. Student participation in COA Awards

Attendees:

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

Ar. Suchita Sayaji (Management Representative) *Suchita Sayaji*

Dr. Joydeep Dutta (IQAC Coordinator) *Jd*

Ar. Sandhya Mhatre (Faculty) *Sandhya Mhatre*

Ar. Aswathy Rajagopal (Faculty) *Aswathy Rajagopal*

Ar. Pooja Gatti (Faculty) *Pooja Gatti*

Ar. Amit Kadam (Faculty) *Amit Kadam*

Ar. Pulkit Gupta (Faculty) *Pulkit Gupta*

Shashikant Lambate (Admin) *Lambate*

Tanuja Jambhale (Admin) *Tanuja*

Keya Desai (Student) *Keya Desai*

Ar. Mehul Solanki (Industrialist member) *Mehul*

Minutes of Meeting:

1. The Chairperson convened the meeting and announced the revised IQAC committee:

Chairperson: Ar. Suchita Sayaji

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

Senior Administrative Officer: Mr. Pragnesh Shah

IQAC Coordinator: Dr. Joydeep Dutta

Administrative staff (Accounts) : Ms. Sheena Nair

Member Administration : Mr. Shashikant Lambate

Member Administration (Registrar) : Ms. Tanuja Jambhale

Teachers: Prof. Sandhya Mhatre, Prof. Aswathy Rajgopal , Prof. Pooja Gatti, Prof. Amit Kadam, Prof. Pulkit Gupta

Students: Ms. Keya Desai

Alumni: Ar. Chintan Thakker

Employer / Industrialists member : Ar. Mehul Solanki

2. A point by point of the earlier MOM was discussed regarding progress, effectiveness and outcome of each point.

3. The salient additional points discussed were:

- a) Academic calendar was finalised for the Academic year 2019-20 and accordingly the Curriculum schedule was discussed.
- b) Electives and College projects proposed by faculty for the upcoming Academic Year (AY) were finalised.
- c) Different methods of interactive teaching learning were discussed with main focus on increasing the students attendance in class
- d) Discussion to invite experts in different fields of Architecture like Universal Design, Long span structures etc. as a part of the PHCOA Insight series. Shortlisted experts : Ajit Rao, Parul Kumtha. The list will be open for additions and review till further notice.
- e) It was proposed that speakers from different fields related to Architecture like Animation, Social Arts, Cartoon Designing etc. can be invited in the Insight series as a part of Career Guidance to the students.
- f) Student Tours: The handloom documentation will be up by 2nd year and 3rd year students for an exhibition in the month of August.

- g) Discussion on participation in National Awards for Excellence by COA (Excellence in Architectural thesis and Documentation of Architectural Heritage) to encourage and motivate the students

The meeting ended with a vote of thanks by the Chair.





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

Date 30/8/2019

NOTICE

All the members of the IQAC (Internal Quality Assurance Cell) are hereby informed to attend a meeting which will be held on 13th September 2019 at 11.30am in the conference room.

Agenda:

1. 3pm studios
2. Publication of student Documentation of Indian Handlooms
3. Field visits for the semester for various subjects
4. NPTEL Online Certification Courses

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

held on 13th September 2019 (11:30 AM) at PHCOA

Date: 13th September 2019

Agenda:

1. 3pm studios
2. Publication of student Documentation of Indian Handlooms
3. Field visits for the semester for various subjects
4. NPTEL Online Certification Courses

Attendees:

- Dr. Lata Menon (Management Representative) *Lata*
- Ar. Suchita Sayaji (Chairperson) *Suchita Sayaji*
- Dr. Joydeep Dutta (IQAC Coordinator) *JD*
- Ar. Sandhya Mhatre (Faculty) *Sandhya*
- Ar. Aswathy Rajagopal (Faculty) *Aswathy*
- Ar. Pooja Gatti (Faculty) *Pooja Gatti*
- Ar. Amit Kadam (Faculty) *Amit Kadam*
- Ar. Pulkit Gupta (Faculty) *Pulkit Gupta*
- Ms. Sheena Nair (Admin Accounts) *Sheena*
- Shashikant Lambate (Admin) *Lambate*
- Tanuja Jambhale (Admin) *Tanuja*
- Keya Desai (Student) *Keya D.*

Minutes of Meeting:

1. The Chairperson convened the meeting and welcomed the attendees.
2. The salient additional points discussed were:
 - a) Proposal of 3pm studios, which would serve as a platform to students and faculties to present their work was approved.
 - b) The documentation of Indian Handlooms by 2nd and 3rd year students to be published in the form of a book.
 - c) Discussion on conducting different workshops as a part of Student Development Programmes post Diwali break. Suggestions are invited from faculties for experts in different fields to conduct workshops.
 - d) Field visit of Second year students to Chitrakuti Kalagram (designed on the basis of principles of Ar. Laurie Baker), Pen was finalised in the month of November.
 - e) Visit to Chiplun for Third year students to document Parshuram temple, as a part of College Projects - Documentation was decided to be conducted in the month of December.
 - f) Study tour for first year students was finalised to Hampi- Badami- Aihole.
 - g) Encourage faculties to participate in upcoming National and International Conferences and enroll and complete NPTEL Online Certification Courses.

The meeting ended with a vote of thanks by the Chair.





MAHATMA EDUCATION SOCIETY'S
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Pillai HOCL Educational Campus via Panvel, Dist. Raigad - 410207

Date 24/12/2019

NOTICE

All the members of the IQAC (Internal Quality Assurance Cell) are hereby informed to attend a meeting which will be held on 8th January 2020 at 11.00 am in the conference room.

Agenda:

1. Review response of 3 pm studios
2. Collection of scanned copies of students work
3. Parent teacher meeting
4. Installation of Institutional Repository software D-space

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

held on 8th January 2020 (11:00 AM) at PHCOA

Date: 8th January 2020

Agenda:

1. Review response of 3 pm studios
2. Collection of scanned copies of students work
3. Parent teacher meeting
4. Installation of Institutional Repository software D-space

Attendees:

Dr. Lata Menon (Management Representative) *Lata*

Ar. Suchita Sayaji (Chairperson) *Suchita Sayaji*

Dr. Joydeep Dutta (IQAC Coordinator) *JD*

Ar. Sandhya Mhatre (Faculty) *Sandhya*

Ar. Aswathy Rajagopal (Faculty) *Aswathy*

Ar. Pooja Gatti (Faculty) *Pooja Gatti*

Ar. Amit Kadam (Faculty) *Amit Kadam*

Ar. Pulkit Gupta (Faculty) *Pulkit*

Shashikant Lambate (Admin) *Lambate*

Tanuja Jambhale (Admin) *Tanuja*

Keya Desai (Student) *Keya*

Minutes of Meeting:

1. The Chairperson convened the meeting and welcomed the attendees.
2. The salient additional points discussed were:

- a) Looking at the response of students, it was decided to organise more 3pm studios, which would serve as a platform to students and faculties to present and discuss their work.
- b) The work of compilation and publication of the documentation of Indian Handlooms was handed over to Prof. Parvathy and Prof. Joydeep Dutta
- c) It was decided that faculties will collect scanned copies of students portfolios in their respective subjects for the semester and set up this practice for all future documentation requirements
- d) Parent teacher meeting to be conducted on 30th January 2020 to discuss the Attendance and performance of students for current semester.
- e) Faculty members to be informed that Institutional Repository Software – D space, for sharing & storing resources viz. Project Reports, Question Papers & Lecture notes in digital format will be installed by February 2020

The meeting ended with a vote of thanks by the Chair.





MAHATMA EDUCATION SOCIETY'S
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Pillai HOCL Educational Campus via Panvel, Dist. Raigad - 410207

Date 12/03/2020

NOTICE

All the members of the IQAC (Internal Quality Assurance Cell) are hereby informed to attend a meeting which will be held online on 17th March 2020 at 3.00 pm on ZOOM platform. The meeting link will be sent to all prior to the meeting.

Agenda:

1. Institution to remain closed till 31st March 2020 due to Outbreak of COVID-19
2. Completion of end semester submissions by the students.
3. Informing students and faculties about methods of prevention from Coronavirus

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

held on 17th March 2020 (3:00 PM) on ZOOM

Date: 17th March 2020

Agenda:

1. Institution to remain closed till 31st March 2020 due to Outbreak of COVID-19
2. Completion of end semester submissions by the students.
3. Informing students and faculties about methods of prevention from Coronavirus

Attendees:

Dr. Priam Pillai (Management Representative)
Dr. Lata Menon (Dy. CEO, MES)
Ar. Suchita Sayaji (Principal & Chairperson, IQAC)
Mr. Pragnesh Shah (Senior Administrative Officer)
Dr. Joydeep Dutta (IQAC Coordinator)
Ar. Sandhya Mhatre (Faculty)
Ar. Aswathy Rajagopal (Faculty)
Ar. Pooja Gatti (Faculty)
Ar. Amit Kadam(Faculty)
Ar. Pulkit Gupta (Faculty)
Shashikant Lambate (Admin)
Tanuja Jambhale (Admin)
Keya Desai (Student)

Minutes of Meeting:

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

3. The salient additional points discussed were:
 - a) As per notification received from the Government of Maharashtra all schools and colleges are to remain shut until March 31st, due to outbreak of COVID 19, it is decided that the institution will remain closed until March 31st.

 - b) It is decided that students will continue working towards completion of their assignments and coordinate with respective subject faculty over phone/ email etc. Faculties are asked to collect the final submissions from the students on mails.

 - c) Discussion on sharing necessary documents/ videos and links which spread awareness about Coronavirus with the students and the methods of prevention from this virus.

The meeting ended with a vote of thanks by the Chair.





Date 19/03/2020

NOTICE

All the members of the IQAC (Internal Quality Assurance Cell) are hereby informed to attend a meeting which will be held online on 23rd March 2020 at 11.00 am on ZOOM platform. The meeting link will be sent to all prior to the meeting.

Agenda:

1. Conduct of online classes due to hike in COVID cases
2. Methods to shift in online teaching mode
3. Completion of Professional training by Semester 8 students
4. Collection of students portfolios online
5. Maintaining records of online interaction with students

All the members are required to attend the meeting.

Prof. Joydeep Dutta
IQAC Co-ordinator

Prof. Suchita Sayaji
Chairperson

Suchita Sayaji



Mahatma Education Society's
PILLAI HOC COLLEGE OF ARCHITECTURE RASAYANI

Minutes of Meeting of IQAC

held on 23rd March 2020 (11:00 AM) on ZOOM

Date: 23rd March 2020

Agenda:

1. Conduct of online classes due to hike in COVID cases
2. Methods to shift in online teaching mode
3. Completion of Professional training by Semester 8 students
4. Collection of students portfolios online
5. Maintaining records of online interaction with students

Attendees:

Dr. Lata Menon (Management Representative)

Ar. Suchita Sayaji (Chairperson)

Dr. Joydeep Dutta (IQAC Coordinator)

Ar. Sandhya Mhatre (Faculty)

Ar. Aswathy Rajagopal (Faculty)

Ar. Pooja Gatti (Faculty)

Ar. Amit Kadam (Faculty)

Shashikant Lambate (Admin)

Tanuja Jambhale (Admin)

Keya Desai (Student)

Minutes of Meeting:

1. The Chairperson convened the meeting and welcomed the attendees.
3. The salient additional points discussed were:

As per directives from University and Management, to continue with online classes due to hike in COVID cases following points were discussed :

- a) Discussion on different methods to shift in online teaching mode from offline mode. To begin with, it was decided to use ZOOM as a platform to conduct teachers meetings and discussions
- b) Suggestions on various online platforms for conducting online classes and collecting the students' submissions were invited from the faculty.
- c) General student apprehension about Examination schedules of University of Mumbai was discussed (Semesters 6 and 10).
- d) It is decided that Semester 8 students who are on their Professional Internship should complete their stipulated term with the offices, be it in person or online, and finally obtain a completion certificate from their employers.
- e) Faculty to be given reminder to follow up with students for collection of subject wise student portfolios for Academic year 2019-20 online and provide relevant data to upload on D space.
- f) Discussion regarding maintaining records of online interaction with students, tests conducted, classroom sessions held etc.

The meeting ended with a vote of thanks by the Chair.





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Date 28/04/2020

NOTICE

All the members of the IQAC (Internal Quality Assurance Cell) are hereby informed to attend a meeting which will be held online on 5th May 2020 at 10.30 am on ZOOM platform. The meeting link will be sent to all prior to the meeting.

Agenda:

1. Google suite Institutional membership
2. Zoom subscription
3. Tie up with Coursera to complete unlimited free certifications of Cousera courses.
4. PHCOA Insight series to be continued as Webinars

All the members are required to attend the meeting.

Prof. Joydeep Dutta
IQAC Co-ordinator

Prof. Suchita Sayaji
Chairperson

Suchita Sayaji



Mahatma Education Society's
PILLAI HOC COLLEGE OF ARCHITECTURE RASAYANI

Minutes of Meeting of IQAC

held on 5th May 2020 (10:30 AM) on ZOOM

Date: 5th May 2020

Agenda:

1. Google suite Institutional membership
2. Zoom subscription
3. Tie up with Coursera to complete unlimited free certifications of Cousera courses.
4. PHCOA Insight series to be continued as Webinars

Attendees:

Dr. Priam Pillai (Management Representative)

Dr. Lata Menon (Management Representative)

Ar. Suchita Sayaji (Chairperson)

Mr. Pragnesh Shah (Senior Administrative Officer)

Dr. Joydeep Dutta (IQAC Coordinator)

Ar. Sandhya Mhatre (Faculty)

Ar. Aswathy Rajagopal (Faculty)

Ar. Pooja Gatti (Faculty)

Ar. Amit Kadam(Faculty)

Shashikant Lambate (Admin)

Tanuja Jambhale (Admin)

Minutes of Meeting:

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

3. The salient points discussed were:
 - a) In view of online teaching learning, it is decided to use Google Meet and Google Classroom for conduct of online classes and submission of Assignments respectively for its effectiveness of monitoring attendance, assignments and data storage.
 - b) All meetings including faculty meetings, class meetings, parent teacher meetings and Webinars to be conducted on the Zoom platform. Faculty can conduct meetings for more than 45 minutes with over 300 participants.
 - c) Discussion on having an introductory session for students to get well versed with the online platforms.
 - d) Discussion on proposal of Collaboration with ACEDGE, to offer multiple learning paths to students apart from curriculum, to upskill themselves and learn more about their field of interest . The proposal to be sent to CDC for approval.
 - e) Discussion on enrolment and completion of Coursera Courses by both students and faculties. Completion of minimum 2 courses per student was made compulsory.
 - f) PHCOA Insight series to be continued as Webinars which will be conducted on Zoom platform.
 - g) Discussion on Organizing several webinars on different topics such as Transportation, Solar Energy, Professional Practice (Training & Placement), Urban Planning, Mental health and well-being etc.
 - h) Discussion on inviting Alumni for Insights lecture series, as a part of Alumni extension activities.

The meeting ended with a vote of thanks by the Chair.

