



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

Date 13/07/2020

NOTICE

All the members of the IQAC (Internal Quality Assurance Cell) are hereby informed to attend a meeting which will be held online on 21st July 2020 at 12.00pm on ZOOM platform. The meeting link will be sent to all prior to the meeting.

Agenda:

1. Revised IQAC Committee for Academic year 2020-21
2. Collaboration with ACEDGE
3. Mentor mentee system
4. Common Google drive for PHCOA Academic work

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 21st July 2020 (12:00 PM) on ZOOM

Date: 21st July 2020

Agenda:

1. Revised IQAC Committee for Academic year 2020-21
2. Collaboration with ACEDGE
3. Mentor mentee system
4. Common Google drive for PHCOA Academic work

Attendees:

Dr. Lata Menon (Management Representative)

Ar. Suchita Sayaji (Chairperson)

Dr. Joydeep Dutta (IQAC Coordinator)

Ar. Sandhya Mhatre (Faculty)

Ar. Pooja Gatti (Faculty)

Ar. Amit Kadam (Faculty)

Ar. Shuchi Joshi (Faculty)

Ms. Sheena Nair (Admin Accounts)

Tanuja Jambhale (Admin)

Minutes of Meeting:

1. The Chairperson convened the meeting and announced the revised IQAC Committee.

Chairperson: Prof. Suchita Sayaji

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

Senior Administrative Officer: Mr. Pragnesh Shah

IQAC Coordinator: Dr. Joydeep Dutta

Faculty members: Prof. Sandhya Mhatre, Prof. Aswathy Rajgopal, Prof. Pooja Gatti, Prof. Amit Kadam, Prof. Shuchi Joshi

Member Administration (Accounts): Ms. Sheena Nair

Member Administration : Mr. Shashikant Lambate

Member Administration (Registrar): Ms. Tanuja Jambhale

Member (Student): Mr. Shubham Huddar

Alumni member : Ar. Nihar Mhatre

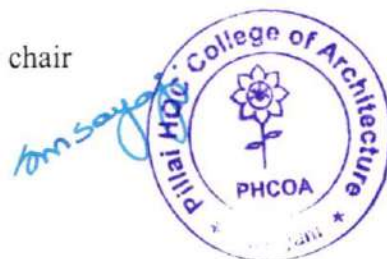
Employer: Ar. Deepali Chawak

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

3. The salient points discussed were:

- a) As confirmed from CDC, the Institute to Collaborate with ACEDGE, Collaborative studios will be funded by the Institute.
- b) It is decided that 3rd year, 4th year and 5th year students will participate in Collaborative studios by ACEDGE, which will also be a part of their Architectural Design projects. Design Chair to be informed to proceed with preparation of design briefs according to the topics proposed by ACEDGE
- c) Taking into account the pandemic situation, it is proposed to invite experts from different fields like health and nutrition as a part of the Insight series.
- d) Discussion on importance of Mentor Mentee system with respect to the current situation. It is decided that faculty will make a monthly consolidated Mentor Mentee Report to ensure their general wellbeing, academic issues, as well as defaulter situations.
- e) Discussion on a common drive to be created for uploading all online class recordings and collection of samples of students assignments.
- f) Encourage faculties to use academically licensed softwares such as Autocad, Sketch up, Corel Draw, Microsoft projects etc. for enhancement of teaching learning.

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 23/10/2020

NOTICE

All the members of the IQAC (Internal Quality Assurance Cell) are hereby informed to attend a meeting which will be held online on 3rd November 2020 at 2.00pm on ZOOM platform. The meeting link will be sent to all prior to the meeting.

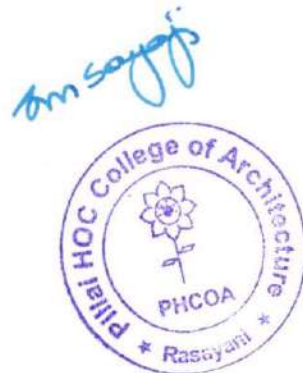
Agenda:

1. Guidelines for online internal and external exams
2. Uploading of study material on online repository- D space
3. Finalizing of dates for Sem 8 Professional training (Internship)
4. Parameters for online evaluation of studio assignments
5. Effectiveness of Coursera courses for students and faculty

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 3rd November 2020 (2:00 PM) on ZOOM

Date: 3rd November 2020

Agenda:

1. Guidelines for online internal and external exams
2. Uploading of study material on online repository- D space
3. Finalizing of dates for Sem 8 Professional training (Internship)
4. Parameters for online evaluation of studio assignments
5. Effectiveness of Coursera courses for students and faculty.

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)

Ar. Shuchi Joshi (Faculty)

Shashikant Lambate (Admin)

Tanuja Jambhale (Admin)

Shubham Huddar (Student)

Minutes of Meeting:

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

3. The salient points discussed were:
 - a) Guidelines for online exams and online juries were discussed as per directives from Mumbai University and formal guidelines for students to appear for online examinations proposed by exam cell were finalized
 - b) Discussion on conducting a mock –viva for the students before the final viva, so that they are used to the process of conduct of Online jury.
 - c) All juries to be conducted on Zoom platform, ensuring full time availability of in house faculties for the entire jury (to assist the external jurors and support students in case of any issues faced)
 - d) Reminder to the faculties teaching current semester to make all online study material including lecture recordings, powerpoint presentations, videos etc.available to the students on D- Space, the online repository of all academic and co-curricular material, centrally hosted by the Library of Mahatma Education Society (MES).
 - e) Training and Placement Cell was advised to Confirm student choices (for Sem 8 internship) as well as acceptance of students by firms. The earliest start date of internship is finalized to be 15/12/20.
 - f) The parameters for evaluation of studio assignments without compromising the quality due to prevailing lockdown were finalized.
 - g) The Committee reviewed the effectiveness of Coursera MOOC courses for both students and faculties.
 - h) The Committee reviewed the effectiveness of Collaboration with ACEDGE where students got an opportunity to interact with master mentors. It is proposed that selected entries from the ACEDGE to be presented in 3 pm Studios.

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 01/02/2021

NOTICE

All the members of the IQAC (Internal Quality Assurance Cell) are hereby informed to attend a meeting which will be held online on 11th February 2021 at 12.00 pm on ZOOM platform. The meeting link will be sent to all prior to the meeting.

Agenda:

1. Preparing for Online COA Inspection
2. Monitor enrollment of students in edX online courses
3. Subscription to Knowledge Hub (K-hub)

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 11th February 2021 (12:00 PM) on ZOOM

Date: 11th February 2021

Agenda:

1. Preparing for Online COA Inspection
2. Monitor enrollment of students in edX online courses
3. Subscription to Knowledge Hub (K-hub)

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)

Ar. Shuchi Joshi (Faculty)

Shashikant Lambate (Admin)

Tanuja Jambhale (Admin)

Shubham Huddar (Student)

Minutes of Meeting:

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

- a) As COA inspection is imminent, it is decided that students' work should be displayed in the form of a Consolidated powerpoint presentation. Selected works to be uploaded in D-space also.
- b) Students' work to be uploaded on MES Google Drive year-wise, semester-wise, subject-wise etc.
- c) Faculty to guide and monitor the Students enrolled in edX Courses (online certified courses from universities all over the globe) sponsored by management.
- d) Encourage students to use the additional online resources provided by management in the form of subscription to k- hub in e library .

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 30/03/2021

NOTICE

All the members of the IQAC (Internal Quality Assurance Cell) are hereby informed to attend a meeting which will be held online on 6th April 2021 at 12.30 pm on ZOOM platform. The meeting link will be sent to all prior to the meeting.

Agenda:

1. Finalizing dates of regular exams and external jury
2. Online Exam - Student conduct guidelines
3. Faculty guidelines for correction of online answer sheets
4. Parent teacher meetings for all semesters

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 6th April 2021 (12:30 PM) on ZOOM

Date: 6th April 2021

Agenda:

1. Finalizing dates of regular exams and external jury
2. Online Exam - Student conduct guidelines
3. Faculty guidelines for correction of online answer sheets
4. Parent teacher meetings for all semesters

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)

Ar. Shuchi Joshi (Faculty)

Shashikant Lambate (Admin)

Tanuja Jambhale (Admin)

Shubham Huddar (Student)

Minutes of Meeting:

1. The Chairperson convened the meeting and welcomed the attendees.
2. The salient points discussed were:
 - (a) Faculty meeting regarding finalizing of dates for regular examinations and juries to be conducted. The external jury dates are to be proposed to UOM Cluster of Colleges.
 - (b) Question banks to be given to the students of all semesters , Sem 6 University exam cluster question banks to be prepared on an immediate basis.
 - (c) Online Examination: STUDENT CONDUCT GUIDELINES for Theory Paper & External Jury were finalized. Separate Google Classrooms to be created for Sem 1, Sem 4, Sem 6, Sem 10 exams.
 - (d) Faculty guidelines for correction of answer sheets to be drafted by the examination cell.
 - (e) Encourage students to present their work in the juries in the form of voice over presentations to avoid any network glitches.
 - (f) Reminder to the faculty to upload all the study material on D space in order to make it readily available to the students for their exams.
 - (g) Parent teacher meetings to be scheduled for all 4 years.

The meeting ended with a vote of thanks by the chair

