



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

Date 04/06/2021

## NOTICE

All the members of the IQAC (Internal Quality Assurance Cell) are hereby informed to attend a meeting which will be held online on 10th June 2021 at 11.00am on Zoom platform. The meeting link will be sent to all prior to the meeting.

### Agenda:

1. Finalizing Academic Calendar
2. Students' participation in Online competitions
3. Participation in ACEDGE Collaborative studio
4. Faculty seminar series as a part of 3pm studios
5. Semester wise Architectural Design learning objective framework

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 10th June 2021 (11:00 AM) on ZOOM

Date: 10th June 2021

**Agenda:**

1. Finalizing Academic Calendar
2. Students' participation in Online competitions
3. Participation in ACEDGE Collaborative studio
4. Faculty seminar series as a part of 3pm studios
5. Semester wise Architectural Design learning objective framework

**Attendees :**

Dr. Lata Menon (Management Representative)

Ar. Suchita Sayaji (Chairperson)

Dr. Joydeep Dutta (IQAC Coordinator)

Ar. Sandhya Mhatre (Faculty)

Ar. Aswathy Rajagopal (Faculty)

Ar. Poonam Giri (Faculty)

Ar. Amit Kadam(Faculty)

Ar. Swapna Deshpande (Faculty)

Tanuja Jambhale (Admin)

Mr.Shashikant Lambate (Admin)

Shubham Huddar (Student)

## Minutes of Meeting

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

Chairperson: Ar. Suchita Sayaji

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

Senior Administrative Officer: Mr. Pragnesh Shah

IQAC Coordinator: Dr. Joydeep Dutta

Faculty members: Prof. Sandhya Mhatre, Prof. Aswathy Rajgopal, Prof. Poonam Giri, Prof. Amit Kadam, Prof. Swapna Deshpande

Member Administration (Accounts): Ms. Sheena Nair

Member Administration : Mr. Shashikant Lambate

Member Administration (Registrar) : Ms. Tanuja Jambhale

Member (Student) : Shubham Huddar

Alumni: Nihar Mhatre

Employer: Ar. Deepali Chawak, Ar. Sreejesh Pisharody

2. The salient points discussed were:

- a) Classes will continue to be conducted in online mode, until any Notification from UOM. The timetable for the odd semester was finalized and classes to commence from June 15, 2021. The academic calendar for the semester was finalized.
- b) Results for even semester examinations held in May 2021 to be announced by the end of June 2021.
- c) Students participation in online competitions is to be made mandatory, wherein they can choose their faculty mentors as per their expertise.
- d) It is decided to continue with student's feedback system online, collecting only faculty feedback.
- e) As per proposal from semester 9 design team, discussion on inviting professionals in the field of Port Planning to assist the semester 9 students with their design project. Shortlisted experts: Mr. Rajesh Asati, Ar. Anupama Karnam (Senior Planner, CIDCO)

- f) Sem 5 to participate in ACEDGE Collaborative studio on Hospitals by Ar. Martin Fiset. Sem 5 Design faculty to prepare the design brief accordingly.
- g) Faculty seminar series to be introduced as a part of 3pm studios, where the faculty will present their work to the students to give them a better outlook on the practical aspect of Architecture.
- h) Faculties, who have not received COVID-19 vaccine, to register for COVID -19 Vaccination Drive, which is to be conducted by Mahatma Education Society for teaching and non teaching staff of Pillai HOC Educational Campus in July 2021.
- i) Faculties to update Minutes of meetings of different committees.
- j) Review of powerpoint compilation of students' work to be presented online for COA inspection.
- k) Discussion on Semester wise Architectural Design learning objective framework to be presented for COA inspection.

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

*Ansari*





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

Date 27/09/2021

## NOTICE

All the members of the IQAC (Internal Quality Assurance Cell) are hereby informed to attend a meeting which will be held online on 5<sup>th</sup> October 2021 at 12.00pm on Zoom platform. The meeting link will be sent to all prior to the meeting.

### Agenda:

1. Conduct of end semester examinations
2. Learning palette offered by ACEDGE
3. COA TTP programmes

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 October 2021 (12:00 PM) on Zoom

Date: 5th October 2021

**Agenda:**

1. Conduct of end semester examinations
2. Learning palette offered by ACEDGE
3. COA TTP programmes

**Attendees :**

Dr. Lata Menon (Management Representative)

Ar. Suchita Sayaji (Chairperson)

Dr. Joydeep Dutta (IQAC Coordinator)

Ar. Sandhya Mhatre (Faculty)

Ar. Aswathy Rajagopal (Faculty)

Ar. Poonam Giri (Faculty)

Ar. Amit Kadam(Faculty)

Ar. Swapna Deshpande (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) Exams will be conducted in online mode. Online Examination Student Conduct Guidelines were finalized and separate Google Classrooms to be created for Sem 5, Sem 7 and Sem 9 respectively.
- b) Guidelines for conduct of online Juries were discussed and students were encouraged to prepare voice over presentations.
- c) Discussion on the learning palette offered by ACEDGE and the courses that can be taken up as electives, competitions, workshops, and other interesting opportunities that can benefit students as well as faculty.
- d) Encourage faculties to participate in online COA TTP programmes.

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

*amsayaji*





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

Date 30/10/2021

## NOTICE

All the members of the IQAC (Internal Quality Assurance Cell) are hereby informed to attend a meeting which will be held on 15<sup>th</sup> November 2021 at 3.00 pm in the Conference room on the following agenda:

### Agenda:

1. Strategies for safe conduct of offline classes
2. Revision of Academic timings
3. Precautions to be taken in the Campus for prevention of COVID-19 Virus
4. ARIIA, IIRF and NIRF Ranking

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 15th November 2021 (3:00 PM) at PHCOA

Date: 15<sup>th</sup> November 2021

**Agenda:**

1. Strategies for safe conduct of offline classes
2. Revision of Academic timings
3. Precautions to be taken in the Campus for prevention of COVID-19 Virus
4. ARIIA, IIRF and NIRF Ranking

**Attendees :**

Dr. Priam Pillai (Management Representative)

*Priam Pillai*

Dr. Lata Menon (Management Representative)

*Lata Menon*

Ar. Suchita Sayaji (Principal & Chairperson, IQAC)

*Suchita Sayaji*

Mr. Pragnesh Shah (Senior Administrative Officer)

*Pragnesh Shah*

Dr. Joydeep Dutta (IQAC Coordinator)

*Joydeep Dutta*

Ar. Sandhya Mhatre (Faculty)

*Sandhya Mhatre*

Ar. Aswathy Rajagopal (Faculty)

*Aswathy Rajagopal*

Ar. Poonam Giri (Faculty)

*Poonam Giri*

Ar. Amit Kadam (Faculty)

*Amit Kadam*

Ar. Swapna Deshpande (Faculty)

*Swapna Deshpande*

Shashikant Lambate (Admin)

*Shashikant Lambate*

Tanuja Jambhale (Admin)

*Tanuja Jambhale*

Shubham Huddar (Student)

*Shubham Huddar*

## Minutes of Meeting

1. The Chairperson convened the meeting and welcomed the attendees.
2. The salient points discussed were:
  - a) As the offline classes will be resuming post COVID, strategies taken for safe conduct of classes were discussed. It was decided to collect copies of vaccination certificates of students who are fully vaccinated.
  - b) Discussion on seating pattern for students in studios and lecture rooms to ensure social distancing.
  - c) Common guidelines to be issued for the students, faculty and visitors for wearing regular masks, maintaining social distancing, using sanitizers, undergo temperature checks at the entrance etc. for prevention from COVID 19 virus.
  - d) Considering the parents concern about transportation facilities, the academic timings will be revised from 10.00am to 4.30pm
  - e) Discussion on signing MOU with Industries and Professionals to improve industrial and professional interface in Academic Curriculum.
  - f) Discussion on the procedure to apply for rankings such as ARIIA, IIRF and NIRF.

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





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**PILLAI HOC COLLEGE OF ARCHITECTURE, RASAYANI**  
Pillai HOCL Educational Campus via Panvel, Dist. Raigad - 410207

Date 24/01/2022

## NOTICE

All the members of the IQAC (Internal Quality Assurance Cell) are hereby informed to attend a meeting which will be held online on 3<sup>rd</sup> February 2022 at 1.30 pm in the Conference room on the following agenda:

### Agenda:

1. Appointment of NAAC Criteria heads
2. Student participation in PRAYOG 2022
3. Offline exhibition of Academic work
4. Expert talk on Process of NAAC Accreditation
5. IPR Awareness session
6. Online Repository - Libspace

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 February 2022 (1:30 PM) at PHCOA

Date: 3<sup>rd</sup> February 2022

**Agenda:**

1. Appointment of NAAC Criteria heads
2. Student participation in PRAYOG 2022
3. Offline exhibition of Academic work
4. Expert talk on process of NAAC Accreditation
5. IPR Awareness session
6. Online Repository - Libspace

**Attendees :**

Dr. Lata Menon (Management Representative)

*Lata*

Ar. Suchita Sayaji (Chairperson)

*Suchita Sayaji*

Mr. Pragnesh Shah (Senior Administrative Officer)

*Pragnesh*

Dr. Joydeep Dutta (IQAC Coordinator)

*J.D.*

Ar. Sandhya Mhatre (Faculty)

*Sandhya*

Ar. Aswathy Rajagopal (Faculty)

*Aswathy*

Ar. Poonam Giri (Faculty)

*Poonam*

Ar. Amit Kadam (Faculty)

*Amit*

Shashikant Lambate (Admin)

*Lambate*

Tanuja Jambhale (Admin)


*Tanuja*

Shubham Huddar (Student)


*Huddar*

## Minutes of Meeting

1. The Chairperson convened the meeting and welcomed the attendees.
2. The salient points discussed were:
  - a) Criteria wise review of NAAC Criteria work and appointment of individual criteria heads.
  - b) On account of National Science day, students participation in 'PRAYOG 2022' in Collaboration with Pillai HOC College of Engineering and Technology was discussed in order to provide them a platform to present their innovation ideas.
  - c) The committee identified that an offline exhibition of academic work is necessary to give better insights on academics to the junior batches.
  - d) Faculty Development Program on NAAC Accreditation Framework to be organized for the faculty members to serve as a guideline to the faculties to work for NAAC Accreditation. Shortlisted experts : Dr. Sally Enos, Dr. Bhavana Dave, Prof. Sandeep Prajapati.
  - e) The committee expressed the need of IPR Awareness session to be conducted for both students and faculties as a part of IIC and NAAC
  - f) According to guidelines from University of Mumbai, it is decided that all the end semester exams will be conducted online.
  - g) Faculties to send all the lecture recordings, presentations and all study material for uploading to Libspace as D space is recreated as Libspace due to some technical issues.

  
Proposed  
(Anant Rajappa)



  
Seconded  
(Amit Kadam)