


Aayojan School of Architecture and Design, Pune.
Draft Minutes of Meeting – 10/06/2023

Date 10th June 2023 **Time** 9:00AM-12:00Noon **Venue** FACULTY ROOM ASAD, Pune

Meeting Title: IQAC

Nature: Public/Restricted/College record

IQAC Members

No.	Role	Name of Member	Affiliation	Signature
1	Management Representative	Ar. Kiran Mahajani	President. SEDRAA	
2	Management Representative	Ar. Sonal Nirmal	Principal	
3	Management Representative	Ar. Hemant Sathye	Director Admin	
4	IQAS Coordinator	Ar. Rakesh Shekatkar	Associate Professor	
5	Teaching Faculty	Ar. Sneha Bendre	Associate Professor	
6	Student Representatives	Mr. Neeraj Sawant	Fifth Student Year	
7		Mr. Soham Bulakh	Fourth Student Year	
8	Alumni	Mr. Alok Joshi	Practicing Architect	
9		Ms. Rutuja Khatu	Practicing Architect	

Topic / Discussion

Following topics were discussed

Task/ Discussions	Action Plan	Remarks
Academic & Examination		
Course outcomes should reflect a relation with program outcome and an inter relation with other course outcomes.	Working out details of course and program outcomes. (Photograph of the CO PO chart made with SSN – ask SVD. Photo from meeting reg.)	Each faculty made CO PO details for their subjects. (Attach CO PO excel from criteria 2. Ask RSA)
Administrative & Infrastructure		
Admission issues discussed. Solutions derived and action plan formulated.	Admission strategies formulated, action plan detailed, and responsibilities delegated.	Excel prepared by Admission coordinator. Work distribution discussed and followed up. (take excel from SSA).
Governance and Management		
Review of NAAC documentation, targeting NAAC submission and accreditation for the institute in next 1 year.	NAAC work allocated. Criteria wise heads made answerable. Target dates established.	NAAC action plan prepared and shared. NAAC submitted in 2024 Jan. (NAAC June 2023 action plan excel to attach)
Co-Curriculum/ Extra-Curriculum / Outreach		
Increase awareness within students regarding interdisciplinary issues and connects	Weekly Forum, Library activities and Humanities Board.	



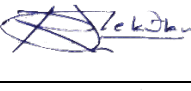


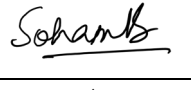


Aayojan School of Architecture and Design, Pune.
Draft Minutes of Meeting – 10/08/2023

Date 10th August 2023 **Time** 9:00AM-12:00Noon **Venue** FACULTY ROOM ASAD, Pune

Meeting Title: IQAC

Nature: Public/Restricted/College record

IQAC Members

No.	Role	Name of Member	Affiliation	Signature
1	Management Representative	Ar. Kiran Mahajani	President. SEDRAA	
2	Management Representative	Ar. Sonal Nirmal	Principal	
3	Management Representative	Ar. Hemant Sathye	Director Admin	
4	IQAS Coordinator	Ar. Rakesh Shekatkar	Associate Professor	
5	Teaching Faculty Student Representatives	Ar. Sneha Bendre	Associate Professor	
6		Mr. Neeraj Sawant	Fifth Year Student	
7	Industry Representative	Mr. Soham Bulakh	Fourth Year Student	
8	Alumni	Mr. Alok Joshi	Practicing Architect	
9		Ms. Rutuja Khatu	Practicing Architect	

Topic / Discussion

Following topics were discussed

Task/ Discussions	Action Plan	Remarks
Academic & Examination		
Enriching Teaching Pedagogy. To involve students in the learning process more actively.	Introduce Variety of teaching methods in studios and lectures: Playing games, Quiz, Workshops, interactive sessions, conducting classes in open air.	History sessions were conducted in the Amphitheatre. Online games played in classes using mentimeter. Workshops conducted as part of curriculum. (Add Reports - FK, SVD)
Administrative & Infrastructure		
All committee based followup is required.	Individual committee formation to be revised. Followup meetings to be conducted.	Various committee meetings were conducted and appropriate actions were taken to adress issues. (Add MoM of various committee meetings this will have to be made)
Governance and Management		
Individual inquiry is not able to reach ASAD because of Campus distance. Provide an outlet of ASAD in City.	City office to be identified within the heart of Pune for easy access	City office identified at Erndwane, Pune. (Attach Office order)
Co-Curriculum/ Extra-Curriculum / Outreach		
Social media needs to be strengthened for admissions and outreach of the institute.	Revive Insta page, FB page, and Youtube page. Introduce a whatsapp channel, and linked in page	All the social media platforms were revived and introduced as needed. (Add statistics of whatever platform is available)










Aayojan School of Architecture and Design, Pune.
Draft Minutes of Meeting – 04/10/2023

Date 04th October 2023 **Time** 9:00AM-12:00Noon **Venue** FACULTY ROOM ASAD, Pune

Meeting Title: IQAC

Nature: Public/Restricted/College record

IQAC Members

No.	Role	Name of Member	Affiliation	Signature
1	Management Representative	Ar. Kiran Mahajani	President. SEDRAA	
2	Management Representative	Ar. Sonal Nirmal	Principal	
3	Management Representative	Ar. Hemant Sathye	Director Admin	
4	IQAS Coordinator	Ar. Rakesh Shekatkar	Associate Professor	
5	Teaching Faculty	Ar. Sneha Bendre	Associate Professor	
6	Student Representatives	Mr. Neeraj Sawant	Fifth Year Student	
7	Industry Representative	Mr. Soham Bulakh	Fourth Year Student	
8	Alumni	Mr. Alok Joshi	Practicing Architect	
9		Ms. Rutuja Khatu	Practicing Architect	

Topic / Discussion

Following topics were discussed










Task/ Discussions	Action Plan	Remarks
Academic & Examination		
Student work documentation is critical. It should be in soft and hard copy.	Documentation room to be prepared. Google classrooms to be activated pos covid also and submissions to be collected online also.	Permanent exhibition room is prepared for documentation and display of student work. Google classrooms are also activated (Add images and screenshots for this)
Administrative & Infrastructure		
Governance and Management		
Outreach and connect with inter disciplinary schools, colleges, organizations and firms to be increased.	enlist individuals that one can connect with and followup with constructive activities for institute's growth.	Multiple associations were formed in this year, MoUs signed and activities done. (MoU reports attach)
Co-Curriculum/ Extra-Curriculum / Outreach		

Date 23rd January 2024 **Time** 9:00AM to 12:00 Noon **Venue** ASAD Faculty Room

Meeting Title: IQAC

Nature: Public/Restricted/College record

IQAC Members

No.	Role	Name of Member	Affiliation	Signature
1	Management Representative	Ar. Kiran Mahajani	President. SEDRAA	
2	Management Representative	Ar. Sonal Nirmal	Principal	
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8	Alumni	Mr. Alok Joshi	Practicing Architect	
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Topic / Discussion

Following topics were discussed

Task/ Discussions	Action Plan	Remarks
Academic & Examination		
Connecting with professionals to understand the bridging of gap between Academics and Profession.	Professionals to be invited and an interaction symposium to be conducted for ASAD faculty.	Symposium was conducted in June 2024. (Add Report)
Administrative & Infrastructure		
Infrastructure needs update at multiple levels. Listing to be done and action to be taken accordingly.	Enlist issues in infrastructure, get quotations, allot work and execute the same	(Attach excel from HSS)
Governance and Management		
Growth of Institute by introduction of more courses.	Diploma in Interior, Diploma in Architecture and B.Desk course provals to be processed.	These courses were processed. Diploma started from 2024-25. (attach approval papers))
Co-Curriculum/ Extra-Curriculum / Outreach		









Aayojan School of Architecture and Design, Pune.
Draft Minutes of Meeting – 27/04/2024

Date 27th April 2024 **Time** 9:00AM-12:00Noon **Venue** FACULTY ROOM ASAD, Pune

Meeting Title: IQAC

Nature: Public/Restricted/College record

IQAC Members

No.	Role	Name of Member	Affiliation	Signature
1	Management Representative	Ar. Kiran Mahajani	President. SEDRAA	
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8	Alumni	Mr. Alok Joshi	Practicing Architect	
9		Ms. Rutuja Khatu	Practicing Architect	

Topic / Discussion

Following topics were discussed

Task/ Discussions	Action Plan	Remarks
Academic & Examination		
Backlog numbers to be reduced through mentoring.	Backlog lists made, individual faculty allotted to monitor subjects and students. Mentoring at individual level done for better results	Backlog lists made, individual faculty allotted to monitor subjects and students. Mentoring at individual level done for better results
Administrative & Infrastructure		
Governance and Management		
Co-Curriculum/ Extra-Curriculum / Outreach		
Faculty to connect with various organizations for academic and exam planning (SPPU, BOS, MSBTE, DTE)	Faculty involvement in syllabus planning, paper setting and subject detailing for different courses will help the institute also to grow.	Faculty got involved in Paper setting for Diploma and B.Arch degree course. B.Arch subject chairman were also from ASAD. Diploma course development was also hosted and run by ASAD. (Attach reports - SSA, SSJ)

Aayojan School of Architecture and Design, Pune.
Draft Minutes of Meeting – 19/07/2022

Date 19th July 2022 **Time** 9:00AM-12:00Noon **Venue** FACULTY ROOM ASAD, Pune

Meeting Title: IQAC

Nature: Public/~~Restricted~~/College record

IQAC Members

No.	Role	Name of Member	Affiliation
1	Chairperson	Prof. Pushkar Kanvinde	Director
2	Management Representative	Ar. Hemant Sathye	Principal-In-Charge
3	IQAS Coordinator	Ar. Rakesh Shekatkar	Associate Professor
	Teaching Faculty	Ar. Sonal Nirmal	Associate Professor
4	Teaching Faculty	Ar. Sneha Bendre	Associate Professor
	Administrative Officer	Mr. Nilesh Deshpande	Administrative Officer
	Industry Representative	Ar. Sanjeev Kulkarni	Practicing Architect
5	Student Representatives	Mr. Neeraj Sawant	Fourth Year Student
6		Mr. Soham Bulakh	Third Year Student
7	Alumni	Mr. Alok Joshi	Persuing Masters
8		Ms. Rutuja Khatu	Persuing Masters



Ar. Rakesh Shekatkar
IQAC Coordinator



Ar. Hemant Sathye
Principal In-Charge

Topic / Discussion

Following topics were discussed

Task/ Discussions	Action Plan	Remarks
Academic & Examination		
Connect with other colleges for the growth of teaching-learning process	Plan joint studios with other colleges. Look for proposals provided by organizations that support such causes.	1) A joint housing studio was conducted with BNCA under the guidance of INHAF. 2) Joint studio with Ethos for Housing.
Administrative & Infrastructure		
Admission issues discussed. Solutions derived and action plan formulated.	Admission strategies formulated, action plan detailed, and responsibilities delegated.	Excel prepared by Admission coordinator. Work distribution discussed and followed up. (take excel from SSA)
Governance and Management		
Co-Curriculum/ Extra-Curriculum / Outreach		
Encourage faculty growth through training programs and seminars.	Available FTPs to be listed, and faculty to choose their interest subjects and attend accordingly. College would support financially.	Faculty attended many FTPs and also conducted a few with ASAD as host. (Attach FTP conducted and attended list)

Aayojan School of Architecture and Design, Pune.
Draft Minutes of Meeting – 19/09/2022

Date 19th September 2022 **Time** 9:00AM-12:00Noon **Venue** FACULTY ROOM ASAD, Pune

Meeting Title: IQAC

Nature: ~~Public/Restricted~~/College record

IQAC Members

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Ar. Rakesh Shekatkar
IQAC Coordinator



Ar. Hemant Sathye
Principal In-Charge

Topic / Discussion

Following topics were discussed

Task/ Discussions	Action Plan	Remarks
Academic & Examination		
Career guidance and counselling to be improved to facilitate students with better job and higher education oppurtunitis.	Make a record of existing job and M.Arch scenarios of alumina. Accordingly formulate an action plan for further growth of individuals.	Lectures and seminars conducted for career guidance and counselling. (Session by Raje Sir, DAAD, Asif)
Administrative & Infrastructure		
Admission issues discussed. Solutions derived and action plan formulated.	Admission strategies formulated, action plan detailed, and responsibilities delegated.	Excel prepared by Admission coordinator. Work distribution discussed and followed up.
Governance and Management		
Stremline Post Covid scenario for governance and management.	Prepare an action plan for the next year, five years and ten years considering the COVID impact and other situations	5-10 Years Action Plan prepared
Co-Curriculum/ Extra-Curriculum / Outreach		

Aayojan School of Architecture and Design, Pune.
Draft Minutes of Meeting – 20/01/2024

Date 20th January 2024 **Time** 9:00AM-12:00Noon **Venue** FACULTY ROOM ASAD, Pune

Meeting Title: IQAC

Nature: Public/~~Restricted~~/College record

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Ar. Rakesh Shekatkar
IQAC Coordinator



Ar. Hemant Sathye
Principal In-Charge

Topic / Discussion

Following topics were discussed

Task/ Discussions	Action Plan	Remarks
Academic & Examination		
Administrative & Infrastructure		
Governance and Management		
Encourage research through paper publications and PhD registration or completion.	Available seminar and conference listing to be done and updated with faculty for involvement.	Couple faculty submitted and got papers published. 2 Faculty enrolled in PhD, 1 faculty submitted her PhD final. (PhD reg letter from SSN and SVD. Paper publication list from C3)
Co-Curriculum/ Extra-Curriculum / Outreach		
Students to be encouraged to participate in various competitions for growing awareness	Share competition opportunities with students and guide them for the process and work.	Couple students participated and won awards in competitions of their interest. (COA, Research, Design and UD)

Aayojan School of Architecture and Design, Pune.
Draft Minutes of Meeting – 21/03/2023

Date 21st March 2023 **Time** 9:00AM-12:00Noon **Venue** FACULTY ROOM ASAD, Pune

Meeting Title: IQAC

Nature: Public/~~Restricted~~/College record

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Ar. Rakesh Shekatkar
IQAC Coordinator



Ar. Hemant Sathye
Principal In-Charge

Topic / Discussion

Following topics were discussed

Task/ Discussions	Action Plan	Remarks
Academic & Examination		
Administrative & Infrastructure		
Infrastructure needs update at multiple levels. Listing to be done and action to be taken accordingly.	Enlist issues in infrastructure, get quotations, allot work and execute the same	An Excel document is prepared for the upgrades and maintenance of the infrastructure.
Governance and Management		
Co-Curriculum/ Extra-Curriculum / Outreach		

Aayojan School of Architecture and Design, Pune.
Draft Minutes of Meeting – 07/04/2023

Date 7th April 2023 **Time** 9:00AM-12:00Noon **Venue** FACULTY ROOM ASAD, Pune

Meeting Title: IQAC

Nature: Public/~~Restricted~~/College record

IQAC Members

No.	Role	Name of Member	Affiliation
1	Chairperson	Prof. Pushkar Kanvinde	Director
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Ar. Rakesh Shekatkar
IQAC Coordinator



Ar. Hemant Sathye
Principal In-Charge

Topic / Discussion

Following topics were discussed

Task/ Discussions	Action Plan	Remarks
Academic & Examination		
Prepare a construction manual for technical subjects, such that the teaching is of same parity throughout all years.	Technical Verticals team should look into the issue and take up a systematic documentation of guidelines and manual.	Action plan Pending. To be taken up again
Administrative & Infrastructure		
Governance and Management		
Co-Curriculum/ Extra-Curriculum / Outreach		
Encourage faculty towards participating and achieving awards in various fields.	Share oppurtunities of awards relavnt to faculty and guide them to participate.	Awards were won by couple faculty - RMS, Raje Sir and Pushkar Sir. (Award certificate documentation)