



Pune District Education Association's
COLLEGE OF ARCHITECTURE

Sector 28, Pradhikaran, Akurdi, Pune - 411044.



Affiliated to Savitribai Phule Pune University (PU/PN/ARCH/476/2016)

Approved by Council of Architecture, New Delhi (MH-96) Govt. of Maharashtra, DTE, Mumbai. (DTE Code 6897)

Ph. 020-27650896, 27650897 Email : pdeacoa@gmail.com Web : www.pdeacoa.edu.in

COA/A/2023-24

Date: 13/ June / 2023

NOTICE

This is to inform all our teaching and non-teaching staff that there will be a meeting at 2:00 pm on Thursday i.e., 15th June, 2023. Attendance at the meeting is compulsory for all the staff members.

Agenda of the meeting:

- Teaching plans for Academic Year (2023 – 24)
- Discussion about NAAC
- Discussion on Guest lectures, workshop and webinars
- Collaboration with professional
- Arranging session for COPO Mapping
- Discussion on Academic Formats
- Academic Plan
- Academic Portfolio Responsibilities
- Committee formation of Academic Year 2023-2024
- Any other points

IQAC Coordinator



Principal

IQAC CO-Ordinator
PDEA
College Of Architecture
Akurdi, Pune - 411 044

Principal
PDEA
College of Architecture,
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Date of Meeting: 15th June 2023

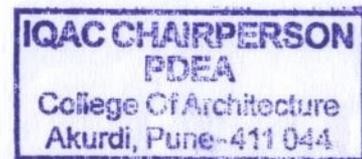
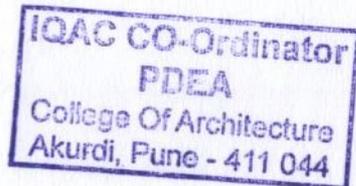
The 1st IQAC meeting for Academic Session 2023-24 was held on 15th June 2023 at 2:00 pm. The following members attended the meeting.

Sr. No.	Name of Member	Role	Signature
1.	Ar. Anita Joshi	Chairperson	
2.	Ar. Jagruti Katre	Teaching Staff	
	Ar. Swati Rode		
3.	Ar. Deepali Randhe	Alumni /NAAC Coordinator	
4.	Mrs. Deepali Sarolikar	Senior Administrative Officers	
	Mr. Ravindra Waidande		
5.	Miss. Darshna Taksale	Librarian	
6.	Mr. Abhishek Mohalkar	Student Representative	
7.	Mr. Abdulaziz Mulla	Parents Representative	
8.	Ar. Aboli Raut	Alumni Student Representative	
9.	Ar. Nishant Gawande	IQAC Coordinator	

Ar. Nishant Gawande
IQAC Coordinator



Ar. Anita Joshi
IQAC Chairperson





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Internal Quality Assurance Committee (IQAC)

Minutes of 1st Meetings (A.Y. 2023-24)

Date: 15 / June / 2023

Agenda 1: Teaching plans for Academic Year (2023 – 24)

The revised Teaching Plan Scheduled & Lesson Plan for all subjects and classes has been finalised.

Agenda 2: Discussion about NAAC

Principal discuss about institute preparedness to go for NAAC Accreditation and hold an expert lecture for guidance to Teaching and Non – teaching staff about the process. This would be beneficial in terms of compilation of data and documents.

Agenda 3: Discussion on Guest Lecture, Workshop & Webinar

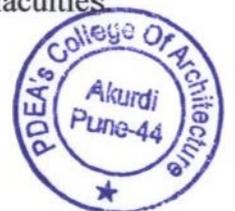
Discussion on Guest speakers to be invited for awareness to – women empowerment, career guidance, student's awareness against anti-ragging, poster and model making competitions.

Agenda 4: Collaboration with professional

Importance of collaboration with professionals and discuss about the scope and possibility of collaboration for the exchange of ideas among students from different firms and colleges. Discussion about student's participation in activities carried out by professional organization.

Agenda 5: Arranging session for COPO Mapping

Training and guidance session on CO-PO mapping and analysis and attainment calculation for effective assessment and evaluation process is to be scheduled for all teaching faculties





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Agenda 6: Discussion on Academic Formats

Discussion and finalisation on various academic formats like lesson plan, reports formats and academic diary.

Agenda 7: Academic Plan

Academic Plan finalized for all semester with all holidays, events, site visits and workshops.

Agenda 8: Academic Portfolio Responsibility

Distribution of portfolio to faculty like the Academic competition co-ordinator, research co-ordinator, training and placement, cultural events, academic report etc.

Agenda 9: Committee formation of Academic Year 2023-2024

Ar. Kajal Sawant presented compositions of various Statutory and other committees, and its mode of working in A.Y 2022-23.

Agenda 10: Any other point

This meeting was concluded as there was no matter to be discussed. All the Agendas and resolutions are approved by chairperson of IQAC.

Ar. Nishant Gawade
IQAC Coordinator



Ar. Anita Joshi
IQAC Chairperson

IQAC CO-Ordinator
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IQAC CHAIRPERSON
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ACTION TAKEN REPORT

IQAC Meeting No 1: Held on 15/06/2023

SR.NO	DESCRIPTION	ACTION TAKEN
1.	Teaching plans for Academic Year (2023 – 24)	Teaching plan formulated
2.	Discussion about NAAC	Presentation of detail Criteria was conducted by NAAC Co-ordinator for all the criteria heads.
3.	Discussion on Guest lectures, workshop and webinars	It is decided to conduct program on career guidance and student awareness.
4.	Collaboration with professional	Identified professional firms and educational institutes and decided to start the MOU process.
5.	Arranging session for COPO Mapping	CO-PO Mapping session was conducted by Prof. Gaurav Vinchu for all staff.
6.	Discussion on Academic Formats	Academic formats are formulated in form of academic dairy and distributed to all staff for further teaching learning process.
7.	Academic Plan	Academic Calendar Finalized for all semesters with all holidays,





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		events, guest lectures and workshop.
8.	Academic Responsibilities	Portfolio Faculties were given responsibilities of portfolio.
9.	Committee formation of Academic Year 2023-2024	Committee were formed for Academic Year.

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IQAC Coordinator



Ar. Anita Joshi
IQAC Chairperson

IQAC CO-Ordinator
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IQAC CHAIRPERSON
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COA/A/2023-24

Date: 18/ September / 2023

NOTICE

This is to inform all our teaching and non-teaching staff that there will be a meeting at 2:00 pm on Thursday i.e., 21st September, 2023. Attendance at the meeting is compulsory for all the staff members.

Agenda of the meeting:

- Review of Minutes of IQAC meeting conducted on 15/06/2023
- Discussion about time, frequency of IQAC meeting in each academic year
- Discussion of arranging a session for faculty on a NAAC way forward.
- Orientation and warmup session of new students in B.Arch. Programme.
- Organizing value added courses and certified course for all students.
- Formation of Alumni Association
- Discussion about continuous internal evaluation (CIE) method.
- Mentor – Mentor Me Sessions
- Any other points

IQAC Coordinator



Principal

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Internal Quality Assurance Committee (IQAC)

Minutes of 2nd Meetings (A.Y. 2023-24)

Date: 21 / September / 2023

Agenda 1: Review of Minutes of IQAC meeting conducted on 15/06/2023

The minutes of meeting held on 15/06/2023 were read and approved.

Agenda 2: Discussion about time, frequency of IQAC meeting in each academic year

It is decided to hold two meeting per semester, one at commencement of academic curriculum of semester and other at end to take review of semester conduction.

Agenda 3: Discussion of arranging a session for faculty on a NAAC way forward

Review was taken by Principal about the compilation data by faculty. Discussion held about inviting a resource person for explaining the further process and checking of documation work. The discussion was done to invite Prof. Ganesh Kondhalkar from APCOER

Agenda 4: Orientation and warmup session of new students in B.Arch. Programme

All the first year faculties is given the responsibility to conduct a warm session and foundation course for guiding the students to understand the integration of various subject in curriculum.

Agenda 5: Organizing value added courses and certified course for all students





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Discussion on organizing certified courses and value added courses for students.

Agenda 6: Formation of Alumni Association

To promote general welfare and have better interactions with pass out students doing meritorious work in practice, its decided to have alumni association registration.

Agenda 7: Discussion about continuous internal evaluation (CIE) method.

Students of 1st to 5th year need to have internal marking for the given assignments, site visit, case study, model, settlement tour etc. Evaluation need to be done on this basis.

Agenda 8: Mentor – Mentor Me Sessions

Discussion on Mentor – mentor me sessions where the various problems are discussed with the concerned faculty members.

Agenda 9: Any other point

This meeting was concluded as there was no matter to be discussed. All the Agendas and resolutions are approved by chairperson of IQAC.

Ar. Nishant Gawade

IQAC Coordinator



Ar. Anita Joshi

IQAC Chairperson

IQAC CO-Ordinator
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Akurdi, Pune - 411 044

IQAC CHAIRPERSON
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Date of Meeting: 21st September 2023

The 2nd IQAC meeting for Academic Session 2023-24 was held on 21st September 2023 at 2:00 pm. The following members attended the meeting.

Sr. No.	Name of Member	Role	Signature
1.	Ar. Anita Joshi	Chairperson	
2.	Ar. Jagruti Katre	Teaching Staff	
	Ar. Swati Rode		
3.	Ar. Deepali Randhe	Alumni /NAAC Coordinator	
4.	Mrs. Deepali Sarolikar	Senior Administrative Officers	
	Mr. Ravindra Waidande		
5.	Miss Darshana T.	Librarian	
6.	Mr. Abhishek Mohalkar	Student Representative	
7.	Mr. Abdulaziz Mulla	Parents Representative	
8.	Ar. Aboli Raut	Alumni Student Representative	
9.	Ar. Nishant Gawande	IQAC Coordinator	

Ar. Nishant Gawande
IQAC Coordinator



Ar. Anita Joshi
IQAC Chairperson

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ACTION TAKEN REPORT

IQAC Meeting No 2: Held on 21/09/2023

SR.NO	DESCRIPTION	ACTION TAKEN
1.	Review of Minutes of IQAC meeting conducted on 15/06/2023	Discussion and Instructions to be given to faculties for smooth working.
2.	Discussion about time, frequency of IQAC meeting in each academic year	3 meetings per academic year, one at commencement and last one at semester to be conducted.
3.	Discussion of arranging a session for faculty on a NAAC way forward.	It is decided to conduct 1 day of NAAC way forward and have identified Prof. Ganesh Kondhalkar from APCOER
4.	Orientation and warmup session of new students in B.Arch. Programme.	Orientation and foundation course to be conducted for new entrants in B.Arch Programme.
5.	Organizing value added courses and certified course for all students	Instruction given to faculties to coordinate with organizers the value added course and identify suitable topic for it.
6.	Formation of Alumni Association	To start the process of Alumni Registration.





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7.	Discussion about continuous internal evaluation (CIE) method	Assignment, market survey, site visit, case study, model, settlement tour are identified as a type of submission for CIE.
8.	Mentor – Mentor Me Sessions	Mentor was allotted to students which will be beneficial for their development.

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Ar. Anita Joshi
IQAC Chairperson

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पुणे जिल्हा शिक्षण मंडळाचे

पुणे जिल्हा शिक्षण मंडळाचे

कॉलेज ऑफ आर्किटेक्चर, आकुर्डी, पुणे ४४

शैक्षणिक वर्ष २०२३-२४ मधील प्रथम सत्र महाविद्यालय विकास समिती /गव्हर्निंग कौन्सिल
कमिटी सभा शुक्रवार, दि. १९ जानेवारी २०२४ रोजी दुपारी ४:०० वाजता

विषय क्र. १. सभेसाठी मा. अध्यक्षांची निवड करणे

आज दि. १९ जानेवारी २०२४ च्या कॉलेज ऑफ आर्किटेक्चर,
आकुर्डी येथिल महाविद्यालय विकास समिती साठी निमंत्रित मान्यवरांचे
स्वागत.

आज दि. १९ जानेवारी २०२४ रोजीच्या महाविद्यालय
विकास समितीचे अध्यक्षस्थान भुषविण्यासाठी मी
यांना विनंती करित आहे. तरी
त्यांनी अध्यक्षस्थान स्विकारावे ही नम्र विनंती.



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COA/A/2023-24

Date: 20/ February / 2024

NOTICE

This is to inform all our teaching and non-teaching staff that there will be a meeting at 2:00 pm on Tuesday i.e., 20th February, 2024. Attendance at the meeting is compulsory for all the staff members.

Agenda of the meeting:

- Review of Minutes of IQAC meeting conducted on 21/09/2023
- Working strategies for NAAC Peer Team Visit
- Academic Exam and Student Related Activities
- Students Activates and overall day scheduled on Peer Team Visit Day.
- Any other points

IQAC Coordinator



Principal

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Date of Meeting: 20th February 2024

The 3rd IQAC meeting for Academic Session 2023-24 was held on 20th February 2024 at 2:00 pm. The following members attended the meeting.

Sr. No.	Name of Member	Role	Signature
1.	Ar. Anita Joshi	Chairperson	
2.	Ar. Jagruti Katre	Teaching Staff	
	Ar. Swati Rode		
3.	Ar. Deepali Randhe	Alumni /NAAC Coordinator	
4.	Mrs. Deepali Sarolikar	Senior Administrative Officers	
	Mr. Ravindra Waidande		
5.	Miss. Supriya Jaybhay	Librarian	
6.	Mr. Abhishek Mohalkar	Student Representative	
7.	Mr. Abdulaziz Mulla	Parents Representative	
8.	Ar. Aboli Raut	Alumni Student Representative	
9.	Ar. Nishant Gawande	IQAC Coordinator	

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Ar. Anita Joshi
IQAC Chairperson

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Internal Quality Assurance Committee (IQAC)

Minutes of 3rd Meetings (A.Y. 2023-24)

Date: 20 / February/ 2023

Agenda 1: Review of Minutes of IQAC meeting conducted on 21/09/2023

The minutes of meeting held on 21/09/2023 were read and approved.

Agenda 2: Working strategies for NAAC Peer Team Visit

It is decided to complete current academic work with priority as the NAAC peer team review is on 14 & 15 March 2024. All the infrastructure and pending documentation working to be done prior to 10th March.

Agenda 3: Academic Exam and Student Related Activities

Review of 1st year Term – I and Term – II commencement for academic year 2023-2024 was discussed.

Agenda 4: Students Activates and overall day scheduled on Peer Team Visit Day.

All the faculties and students need to plan an exhibition and cultural events for the NAAC peer team guests on the visit day. Principal mam asked the faculties to prepare detail scheduled of two days.

Agenda 5: Any other point

This meeting was concluded as there was no matter to be discussed. All the Agendas and resolutions are approved by chairperson of IQAC.





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Ar. Anita Joshi
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ACTION TAKEN REPORT

IQAC Meeting No 3: Held on 20/02/2024

SR.NO	DESCRIPTION	ACTION TAKEN
1.	Review of Minutes of IQAC meeting conducted on 21/09/2023	Discussion and Instructions to be given to faculties for smooth working.
2.	Working strategies for NAAC Peer Team Visit	Principal Ar. Anita Joshi directed all the faculties involve in NAAC work and Infrastructure work on prior basis.
3.	Academic Exam and Student Related Activities	Principal Mam had instructed college CEO to make proper arrangement and planning for conducting End Term Exam.
4.	Students Activates and overall day scheduled on Peer Team Visit Day	Orientation, Cultural Activities, exhibition to be planned by the faculties and students.


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Ar. Anita Joshi
IQAC Chairperson

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COA/A/2023-24

Date: 20/ March / 2024

NOTICE

This is to inform all our teaching and non-teaching staff that there will be a meeting at 2:00 pm on Tuesday i.e., 21th March, 2024. Attendance at the meeting is compulsory for all the staff members.

Agenda of the meeting:

- Review of Minutes of IQAC meeting conducted on 20/02/2024
- Working strategies for Revised NAAC Peer Team Visit Date
- Arrangements for NAAC Peer Team Guest
- Academic Exam of all years
- Students Activates and overall day scheduled on Peer Team Visit Day.
- Any other points


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Principal

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Internal Quality Assurance Committee (IQAC)

Minutes of 4th Meetings (A.Y. 2023-24)

Date: 21 / March/ 2024

Agenda 1: Review of Minutes of IQAC meeting conducted on 20/02/2024

The minutes of meeting held on 20/02/2024 were read and approved.

Agenda 2: Working strategies for Revised NAAC Peer Team Visit Date

It is decided to complete current academic work with priority as the NAAC peer team committee is on 29 & 30 April 2024. All the infrastructure and pending documentation working to be done prior to 25th April.

Agenda 3: Arrangement for NAAC Peer Team Guest

Travelling, Breakfast and Lunch arrangements to be made and planned for two days.

Agenda 4: Academic Exam for All Years

Review of 1st, 2nd, 3rd, 4th, 5th year Term – II commencement for academic year 2023-2024 was discussed. Pre-Final submission dates were finalized.

Agenda 5: Students Activates and overall day scheduled on Peer Team Visit Day.

All the faculties and students need to plan an exhibition and cultural events for the NAAC peer team guests on the visit day. Principal mam asked the faculties to prepare detail scheduled of two days, class rooms to be clean and well arranged.

Agenda 6: Any other point

This meeting was concluded as there was no matter to be discussed. All the Agendas and resolutions are approved by chairperson of IQAC.



Pune District Education Association's
COLLEGE OF ARCHITECTURE

Sector 28, Pradhikaran, Akurdi, Pune - 411044.



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Approved by Council of Architecture, New Delhi (MH-96) Govt. of Maharashtra, DTE, Mumbai. (DTE Code 6897)

Ph. 020-27650896, 27650897 Email. : pdeacoa@gmail.com Web. : www.pdeacoa.edu.in

Ar. Nishant Gawade

IQAC Coordinator

IQAC CO-Ordinator
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Ar. Anita Joshi

IQAC Chairperson

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Date of Meeting: 21st March 2024

The 4th IQAC meeting for Academic Session 2023-24 was held on 21st March 2024 at 2:00 pm. The following members attended the meeting.

Sr. No.	Name of Member	Role	Signature
1.	Adv. Sandeep Kadam	Management Representative	
2.	Ar. Anita Joshi	Chairperson	
3.	Ar. Jagruti Katre	Teaching Staff	
	Ar. Swati Rode		
4.	Ar. Deepali Randhe	Alumni /NAAC Coordinator	
5.	Mrs. Deepali Sarolikar	Senior Administrative Officers	
	Mr. Ravindra Waidande		
6.	Miss. Supriya Jaybhay	Librarian	
7.	Mr. Abhishek Mohalkar	Student Representative	
8.	Mr. Abdulaziz Mulla	Parents Representative	
9.	Ar. Aboli Raut	Alumni Student Representative	
10.	Ar. Nishant Gawande	IQAC Coordinator	

Ar. Nishant Gawande
IQAC Coordinator



Ar. Anita Joshi
IQAC Chairperson

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ACTION TAKEN REPORT

IQAC Meeting No 4: Held on 21/03/2024

SR.NO	DESCRIPTION	ACTION TAKEN
1.	Review of Minutes of IQAC meeting conducted on 20/02/2024	Discussion and Instructions to be given to faculties for smooth working.
2.	Working strategies for Revised NAAC Peer Team Visit	Principal Ar. Anita Joshi directed all the faculties involve in NAAC work and Infrastructure work on prior basis a week before visit date.
3.	Arrangement for NAAC Peer Team Guest	IQAC Co-ordinator asked faculties to look over the guest arrangement and prepare schedule for it.
4.	Academic Exam of All Years	Principal Mam had instructed college CEO to make proper arrangement, planning for conducting End Term Exam with Tentative Timetable.
4.	Students Activates and overall day scheduled on Peer Team Visit Day	Orientation, Cultural Activities, exhibition to be planned by the faculties and students, class rooms to be neatly arranged with student work.



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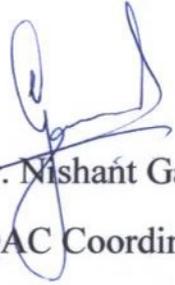
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