



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](mailto:pdeacoa@gmail.com) Web. : [www.pdeacoa.edu.in](http://www.pdeacoa.edu.in)

## Criterion 6: Governance, Leadership and Management





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## Criterion 6.5: Internal Quality Assurance Cell





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Criterion 6.5.2: Regular meeting of Internal Quality Assurance Cell (IQAC):  
Feedback collected, analysed and used for improvements.

Sr. No.	Contents
1	Internal Quality Assurance Committee
2	Notice and Minutes of Meeting 1
3	Notice and Minutes of Meeting 2





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## **Internal Quality Assurance Cell (IQAC)**





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COA/A/2022-23

Date: 06 / June / 2022

### Internal Quality Assurance Committee (IQAC)

The IQAC plays a key role in improving and maintaining the quality of education of an institute. It ensures the quality culture as the prime factor in the education. So the following committee has been constituting to ensure the quality education and it is done as per the NAAC guidelines.

Internal Quality Assurance Committee (IQAC) (2022-23) for PDEA college of Architecture formed on 06/June/2022 has following members.

Sr. No.	Name	Position
1.	Ar. A. B. Joshi	Chairperson
2.	Er. S. M. Saste	IQAC Coordinator
3.	Ar. N. M. Gawande	Self-Supporting
4.	Mr. P. S. Jadhav	Management Representative
5.	Mr. R. S. Waidande	Senior Administrative Officers
	Mrs. D. S. Sarolikar	
	Ar. J. K. Katre	Teaching Staff
6.	Ar. K. R. Sawant	
	Ar. A. B. Sonpitale	
7.	Mr. A. A. Pokharnikar	One Nominee - Local Society
	Mr. A. D. Mohalkar	One Nominee – Student Representative
8.		
	Miss V. V. Ubale	Alumni Students
9.	Miss. A. M. Raut	
	Mr. A. M. Deshmukh	
	Miss. A. B. Salunkhe	Employers/ Stakeholders/ Industrialists
10.	Mr. A. A. Mulla	



*Angadi*  
**Principal**  
PDEA  
College of Architecture,  
Akurdi, Pune - 411 044.



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COA/A/2022-23

Date: 8/ August / 2022

### **NOTICE**

This is to inform all our teaching and non-teaching staff that there will be a meeting at 2:00 pm on Saturday i.e., 13<sup>th</sup> August, 2022. Attendance at the meeting is compulsory for all the staff members.

This meeting will be for a discussion regarding the IQAC topic.

### **Agenda of the meeting:**

- To discuss about the constitution of IQAC for proceeding with NAAC Accreditation.
- To discuss about the quality improvement measures to be undertaken for increasing the academic excellence.
- To prepare the Institutional Information and Self Study Report and other documents required for NAAC accreditation.
- Framing of Mission, Vision and Core Values of Institution



*Angeshi*  
**Principal  
Principal  
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**Internal Quality Assurance Committee (IQAC)**

**Minutes of 1<sup>st</sup> Meetings (A.Y. 2022-23)**

**Date: 13 / August / 2022**

**Agenda:**

- To discuss about the constitution of IQAC for proceeding with NAAC Accreditation.
- To discuss about the quality improvement measures to be undertaken for increasing the academic excellence.
- To prepare the Institutional Information and Self Study Report and other documents required for NAAC accreditation.
- Framing of Mission, Vision and Core Values of Institution

**Discussions:**

- The meeting started with a welcome note by IQAC Coordinator followed by PowerPoint presentation on basic purpose, activities, and functions of IQAC.
- The Chairperson informed that this year the Management has decided to proceed for accreditation of the Institution through National Assessment and Accreditation Council (NAAC). In view of this, the institute needs to constitute the Internal Quality Assurance Cell (IQAC). Name of the members are discussed and IQAC committee is constituted for the institute.
- Principal approved the composition of IQAC and guided the cell on various quality improvement measures to be taken by the institution.
- Principal shared his experience and expressed that the curriculum need to be enriched with industry orientation to make the students more employable.
- Principal also discussed about MoUs with institutions and professional bodies of national, international importance for enabling more interaction with industry.

**Decisions after discussions:**

- Unanimous acceptance of the constitution of IQAC.
- Coordinator along with conveners and members are to be placed in discharging the functions of NAAC preparations based on the guidelines given by NAAC.
- Academic co coordinator have to concentrate more on the improvement of learning facilities to the students and work towards achieving better learning outcomes through innovative teaching methods.
- The preparation will be initiated immediately to apply for getting accreditation from NAAC.





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The 1<sup>st</sup> IQAC meeting for Academic Session 2022-23 was held on 13<sup>th</sup> August 2022. The following members attended the meeting. Agenda:

Sr.No.	Name	Designation & Affiliation	Sign
1	Ar. A. B. Joshi	Principal-In charge	
2	Ar. N. M. Gawande	Vice Principal	
3	Ar. P. V. Gadre	Design Chair	
4	Er. S. M. Saste	Exam Coordinator	
5	Ar. D. S. Randhe	Academic Coordinator	
6	Ar. P. A. Kudale	Assistant Professor	
7	Ar. R. A. Mutha	Assistant Professor	
8	Ar. S. S. Arte	Assistant Professor	
9	Ar. M. M. Joshi	Assistant Professor	
10	Ar. K. R. Sawant	Assistant Professor	
11	Ar. A. P. Shendage	Assistant Professor	





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COA/A/2022-23

Date: 7/ November/ 2022

### NOTICE

This is to inform all our teaching and non-teaching staff that there will be a meeting at 2:00 pm on Saturday i.e., 12<sup>th</sup> November, 2022. Attendance at the meeting is compulsory for all the staff members.

This meeting will be for a discussion regarding the IQAC topic.

#### Agenda of the meeting:

- To review the action initiated on the decisions taken in previous meeting.
- To review the progress of NAAC works in the institution.
- To discuss about the information required for preparation of quantitative and qualitative parameters in respect of various parameters of assessment by NAAC.
- To discuss about various measures needed to update infrastructure facilities in the class rooms.
- To discuss about Library Automation and procurement of software needed.



*Arushi*

**Principal  
Principal  
PDEA**  
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## **Internal Quality Assurance Committee (IQAC)**

### **Minutes of 2<sup>nd</sup> Meetings (A.Y. 2022-23)**

**Date: 12 / November / 2022**

#### **Agenda:**

- To review the action initiated on the decisions taken in previous meeting.
- To review the progress of NAAC works in the institution.
- To discuss about the information required for preparation of quantitative and qualitative parameters in respect of various parameters of assessment by NAAC.
- To discuss about various measures needed to update infrastructure facilities in the class rooms.
- To discuss about Library Automation and procurement of software needed.

#### **Discussions:**

- The meeting started on a welcome note by IQAC/NAAC Coordinator. He has given a presentation on the criteria given by NAAC for quality assessment.
- The committee has made a list of both the parameters and deputed criteria-wise coordinators for the preparation of self-study report
- The cell also discussed the extent of library automation and instructed the librarian to work towards making the library fully automated.
- The cell reviewed different facilities in the classrooms and decided to enhance the facility of smart classrooms.
- The cell also has reviewed the progress of the work done towards the preparation of SSR and found that initial preparation is completed.
- The parameters for NAAC preparation were studied carefully and there are two types of parameters i.e., qualitative and quantitative. Quantitative parameters need information in figures and qualitative parameters need information in description.





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- The Principal stressed on the need to work rigorously to complete the preparation of NAAC reports on time and suggested the NAAC coordinator to distribute the work as per parameters.

**Decisions after discussions:**

- The college has to explore on the possibilities to have modern equipment in the classrooms to improve the class room ambience.
- The coordinator shall convene a daily meeting with the members of NAAC committee and report the progress in work done to the Principal weekly.

The 2<sup>nd</sup> IQAC meeting for Academic Session 2022-23 was held on 12<sup>th</sup> November 2022. The following members attended the meeting.

Sr. No.	Name	Designation & Affiliation	Sign
1	Ar. A. B. Joshi	Principal-In charge	
2	Ar. N. M. Gawande	Vice Principal	
3	Ar. P. V. Gadre	Design Chair	
4	Er. S. M. Saste	NAAC/ Exam Coordinator	
5	Ar. D. S. Randhe	Academic Coordinator	
6	Ar. R. A. Mutha	Assistant Professor	
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8	Ar. M. M. Joshi	Assistant Professor	
9	Ar. K. R. Sawant	Assistant Professor	
10	Ar. A. P. Shendage	Assistant Professor	
11	Ar. M. M. Malkar	Assistant Professor	

