



Date:12/06/2019


NOTICE FOR FACULTY MEETING FOR INTERNAL QUALITY ASSURANCE CELL


The meeting of all the teaching staff of Smt. Manoramabai Mundle College of Architecture, Nagpur is convened on 17th June 2019, Monday at 2 pm in Ground Floor Seminar room.

AGENDA OF THE MEETING

1. Review of minutes of 2nd IQAC Meeting.
2. To discuss on framing formal Academic and Administrative Audit system for the college.
3. To decide the working policies (academic and administrative) for coming odd semester.
4. To decide plan of action of NAAC SSR Preparation.
5. Any other matter/s.

All the faculty members are requested to make it convenient to attend.


Dr. Madhura Rathod
(Co-ordinator IQAC)


Dr. Ujwala Chakradeo
(Principal)


Sruha
12/6/19


N. D. Dhand


S. Chole













MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

A meeting of teaching staff was held on Monday, June 17th 2019, at 2 pm in ground floor seminar hall.

Following members were present for the meeting:

Dr. Ujwala Chakradeo	Chairperson	
Dr. Shyamala Nair	Management Member	—
Prof. Pratima Dhoke	NAAC Coordinator	
Dr. Madhura Rathod	Co-ordinator IQAC	
Ar. Harpreet Kaur Saggu	Co-coordinator IQAC	
Dr. Priya Choudhary	Member	—
Dr. Neeta Lambe	Member	
Dr. Sampada Peshwe	Member	
Dr. Roopal Deshpande	Member	
Prof. Sujata Godbole	Member	
Mr. Gajanan Pilpile	Administrative Officer	
Ar. Sneha Bodhankar	Alumni Cell Incharge	
Ms. Unnati Dhande	Students' Council Representative	
Ar. Sunil Degwekar	Member from Industry	—

The IQAC Coordinator Dr. Madhura Rathod welcomed the members for the second meeting of IQAC. The following points were discussed in the meeting:

Agenda 1: Review of minutes of 2nd IQAC Meeting.

The minutes of the meeting held on 13th Feb 2019 were read and approved by members.

Agenda 2: To discuss on framing formal Academic and Administrative Audit system for the college.

Rigorous discussion was held on deciding the factors necessary for Academic and Administrative Audit. The existing college policies was merged in order to formulate the tabulated format for Audit. The

Audit members were decided through discussion. The responsibilities of the Audit member were penned down.

“Resolved that the formal Academic and Administrative Audit System be in accordance with the college policies. The AAA members decided to conduct an Audit every semester.”

The resolution was passed unanimously.

Agenda 3: To decide the working policies (academic and administrative) for coming odd semester.

The discussion was held on academic calendar required for the coming semester. The design and other studio subject team was decided. The theory subjects were allocated to the teachers as per their expertise. The teaching load calculation was done as per the designated hierarchy and university prescribed norms.

The culminated even semester (2018-2019)- exit meeting dates along with the agenda were finalised.

The Standard operating procedures were decided for smooth working of the academics.

“Resolved that the working policies for odd semester and agenda for exit meeting along with SOP to be formulated.”

The resolution was passed unanimously.

Agenda 4: To decide plan of action of NAAC SSR Preparation.


Rigorous discussion was held to inspect the quantum of NAAC work completed till date. The compilation was discussed and strategic plan for further work to be decided was given to NAAC coordinator. The SSR to be prepared was discussed and suggestions were noted down for implementation. The compilation of NAAC criterion 1 to 7 were discussed among the team members.


“Resolved that the quantum of NAAC work be compiled and further line of action be decided by NAAC coordinator for each criterion.”

The resolution was passed unanimously.

Agenda 5: Any other matter/s with the permission of the cell.


The meeting was concluded as there was no any other matter to be discussed.


Dr. Madhura Rathod
(Co-ordinator IQAC)


Ar. Harpreet Kaur Saggu
(Co-coordinator IQAC)

Place : SMMCA Campus , Nagpur

Date : 17/06/2019


Dr. Ujwala Chakradeo
(Principal)



Women's Education Society's
Smt. Manoramabai Mundle College of Architecture


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Action Taken Report of Second Meeting of Internal Quality Assurance Cell (IQAC) held on Monday, June 17th 2019, at 2 pm.

Sr.no	Resolution No	Action Taken
1	Review of minutes of 1 st IQAC Meeting	The minutes of the meeting held on 13/02/2019 are approved by the Committee. The committee appreciated the work process adopted for NAAC preparation. The women's day celebration was introspected and feedback was noted down.
2	To discuss on framing formal Academic and Administrative Audit system for the college.	The strategies, responsibilities and functioning of Academic and Administrative Audit system be in accordance with college policy.
3	To decide the working policies (academic and administrative) for coming odd semester.	Each teaching, non-teaching and supporting staff must follow the responsibilities and duties prescribed by the college.
4	To decide plan of action of NAAC SSR Preparation.	Each member of the NAAC committee should look over the quantum of work completed and decide the further line of action for targeting work completion.


Dr. Madhura Rathod
(Co-ordinator IQAC)


Ar. Harpreet Kaur Saggu
(Co-coordinator IQAC)


Dr. Ujwala Chakradeo
(Principal)

Place : SMMCA Campus , Nagpur

Date : 17/06/2019




Date:18/06/2019

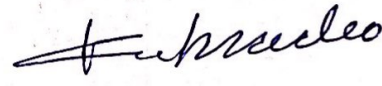
ORDER


To formulate the Academic and Administrative Audit (AAA) format mentioning the team members.

AAA incharge: Dr. Sampada Peshwe

The order has been passed to the AAA incharge to formulate the Academic and Administrative Audit committee. Notices to be sent to the selected committee members. The audit to be conducted for the odd semester 2018- 19.


Dr. Madhura Rathod
(Co-ordinator IQAC)


Dr. Ujwala Chakradeo
(Principal)


Ar. Harpreet Kaur Saggu
(Co-coordinator IQAC)

Copy to:

1. All Concerned members
2. Academics In-charge
3. Administrative In-charge
4. Dr. Madhura Rathod, Coordinator, IQAC
5. Web Coordinator
6. Administrative Officer