



Women's Education Society's  
**Smt. ManoramabaiMundle College of Architecture**  
L.A.D. College Campus, Seminary Hills, Nagpur-440006(M.S.)  
Ph.:0712-2510208 Fax:0712-2512338  
E-mail:admin.info.ladarch@gmail.com/admin@smmca.edu.in

---

Date:20/04/2020, Monday

## **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 27<sup>th</sup>April 2020, Monday at 4 pm virtually on Microsoft Teams platform.

### **AGENDA FOR THE MEETING**

1. Syllabus completion- Status and Strategies to complete it.
2. To review the status of the Design studios.
3. To review the policy status for 'Thesis work'(X semester students).
4. 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)



Ar. Harpreet Kaur Saggu  
(Co-coordinator, IQAC)



### **MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING**

A meeting of teaching staff was held on Monday, April 27<sup>th</sup>2020, at 4 pm on Microsoft Teams virtual platform.

Following members were present for the meeting:

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

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

### **Agenda 1: Syllabus Completion – Status and Strategies: Even Semester 2020**

As per our college Policy Document, subjects are divided into following categories depending upon internal marks allotment:

1. Design (200/150/100 marks)- discussed in next agenda
2. Graphics / Working Drawing (50 marks)
  - a. How would teaching, evaluation be done?
  - b. Decided during meeting - Use of Whiteboard app for teaching of graphics.
  - c. Theory can be taught first. Graphics can be taken up later, hopefully soon after lockdown is over.
3. Construction (50/100) –
  - a. Theory being conducted through online classes (through Zoom platform)
  - b. PPTs can be shared, but only after class is conducted.
  - c. Notes not to be shared directly as far as possible, as per our policy since several years
  - d. Online tests could be conducted for evaluation (Google form tests)
  - e. Decided during meeting - Question bank to be uploaded for students – 2nd
  - f. Sessional exams could be MCQ's format
4. Workshop (50) – It was informed during Meeting that Syllabus is completed.
5. Theory of Landscape Architecture (50) - Informed during the Meeting that Syllabus is completed.
6. Electives (100) - Almost all the chosen elective subjects are completed. Very few modules that are left will be completed within a week time.
7. Subjects with 30 marks internal assessment–
  - a. Evaluation to be done on the basis of attendance and sessional exam as per college Policy Document.
  - b. It was decided that if a large number of students are failing then 1 or max 2 tutorials can be given to the students. This way they will get a chance to score and also answers bank will be ready for forthcoming examination.
8. E-Database page in the SMMCA website is being worked on. Sample page for 1st year is ready.
9. Once that is finalized, similar pages will be opened for all 5 years
10. The 5 pages for 5 years shall have separate passwords
11. Teachers to pool in contents and preferably send in files to be uploaded together for each semester as far as possible.
12. Contents to be in the form of PDFs. For videos, we are looking into embedding YouTube into our website to reduce load on the website. PPTs not allowed as PPTs can be directly downloaded. So PPTs will be converted into PDFs.
13. External links can also be shared with the students.

### **Resolved as:**

1. To complete theory subjects first as they do not require one-to-one discussion.
2. Classes for Drawing related subjects like Design/Graphics/WD can be conducted after theory as they will take longer time to conduct. Also, in case if lockdown gets over these

subjects will be conducted in the form of Design week/Graphics Week for syllabus completion (setting weekly timetable).

3. Remaining Syllabus for Theory teaching and elective courses should be completed as early as possible.
4. Subjects that are completed should have their internal marks ready by first week of May.
5. Strategy for graphics based subjects like Design, Graphics (WD) to be decided after 5th May depending upon the situation of lockdown.

### **Agenda 2: To Review the Status of DESIGN Subject**

As of now, our theory classes are scheduled and are conducted as per timetable, 2hrs a day rest of the day can be used for Design subject

After discussion the strategies that can be followed are:

- Design coordinator will arrange one common meeting to discuss the status of student's design at least weekly.
- Students will get divided amongst teachers and teacher can follow the allotted students for their design.
- Teacher will circulate students, the schedule of the design.
- Students are required to submit their design submissions in pdf or jpeg format to teacher.
- Mentors are expected to arrange zoom meeting with their 10 students to discuss their design and resolve difficulties if any.
- Inputs in the form of ppts as e-database can be uploaded on website for students to download.

### **Resolved as:**

As maximum theoretical syllabus is covered, that has to be completed in a week. From next week we need to concentrate on design so as to retain students interest in Design subject.

#### **6th semester**

As students are working on AutoCAD, submission date within a week has to be declared.

#### **4th semester**

As students didn't have drafting material with them due to lockdown, AutoCAD classes can be continued to be conducted online.

Design coordinator can identify one small design module as a part of major project and can be given to work on.

#### **2nd semester**

It was discussed and decided that for 2nd semester, priority will be given to completion of theory topics and faculties will decide further line of action.

### **Agenda 3: To review the status of policies for Thesis Project**

Following are the points discussed in the meeting regarding thesis.

- Students were asked to submit their thesis work on to their respective guides.
- If lock down gets extended then on which digital platform should reviews be conducted was discussed and ultimate decision was – Microsoft Teams.
- Request made to all staff members to motivate their students to work on thesis.

- It was also decided that in these 15 days students will work on their thesis reports too.

**Resolved as:**


1. Thesis, till date work should be submitted to respective guides.
2. Microsoft Team, as an Online platform for Viva-Voce.
3. Guide should instruct their respective students to start writing thesis report.  
Common instructions to be circulated online by thesis in-charge soon once again.

**Agenda 3: Any other matter/s.**

The meeting was concluded as there were no additional issues to be discussed.



Dr. Madhura Rathod  
(Co-ordinator, IQAC)

  
Principal  
Smt. M.M. College of  
Architecture, Nagpur  
Dr. Ujwala Chakradeo  
(Principal)

Ar. Harpreet Kaur Saggu  
(Co-coordinator, IQAC)

Place : Online , Microsoft teams  
Date :28/04/2020



Women's Education Society's  
**Smt. ManoramabaiMundle College of Architecture**

L.A.D. College Campus, Seminary Hills, Nagpur-440006(M.S.)

Ph.:0712-2510208 Fax:0712-2512338

E-mail:admin.info.ladarch@gmail.com/admin@smmca.edu.in


Action Taken Report of Fifth Meeting of Internal Quality Assurance Cell (IQAC) held on Monday, April 27<sup>th</sup> 2020, at 4 pmon Microsoft Teams virtual platform.

Sr.no	Resolution No	Action Taken
1	Syllabus Completion – Status and Strategies: Even Semester 2020	<ol style="list-style-type: none"><li>1. To complete theory subjects first as they do not require one-to-one discussion</li><li>2. Classes for Drawing related subjects like Design/Graphics/WD can be conducted after theory as they will take longer time to conduct. Also, in case if lockdown gets over these subjects will be conducted in the form of Design week/Graphics Week for syllabus completion (setting weekly timetable).</li><li>3. Remaining Syllabus for Theory teaching and elective courses should be completed as early as possible.</li><li>4. Subjects that are completed should have their internal marks ready by first week of May.</li><li>5. Strategy for graphics-based subjects like Design, Graphics (WD) to be decided after 5<sup>th</sup> May depending upon the situation of lockdown.</li></ol>
2	To Review the Status of DESIGN Subject	<p>As maximum theoretical syllabus is covered, that has to be completed in a week. From next week we need to concentrate on design so as to retain students' interest in Design subject.</p> <p><b>6th semester</b> As students are working on AutoCAD, submission date within a week has to be declared.</p> <p><b>4th semester</b> As students didn't have drafting material with them due to lockdown, AutoCAD classes can be continued to be conducted online. Design coordinator can identify one small design module as a part of major project and can be given to work on.</p>

		<p><b>2nd semester</b></p> <p>It was discussed and decided that for 2nd semester, priority will be given to completion of theory topics and faculties will decide further line of action.</p>
3	To review the status of policies for Thesis Project	<ol style="list-style-type: none"> <li>1. Thesis, till date work should be submitted to respective guides.</li> <li>2. Microsoft Team, as an Online platform for Viva-Voce.</li> <li>3. Guide should instruct their respective students to start writing thesis report. Common instructions to be circulated online by thesis in-charge soon once again.</li> </ol>



Dr. Madhura Rathod  
(Co-ordinator, IQAC)



Principal  
Smt. M.M. College of  
Architecture, Nagpur

Dr. Ujwala Chakradeo  
(Principal)




Ar. Harpreet Kaur Saggu  
(Co-coordinator, IQAC)

Place: Online, Microsoft Teams  
Date: 28/04/2020