



Women's Education Society's  
**Smt. Manoramabai Mundle 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:01/07/2020, Wednesday

## **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 4<sup>th</sup> July 2020, Saturday at 4 pm on Virtual platform of Microsoft team.

### **AGENDA OF THE MEETING**

1. Academic calendar for academic session 2020-2021
2. The proposed Design theme for the Design projects of all odd semesters of session 2020-2021
3. 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)



Women's Education Society's  
**Smt. Manoramabai Mundle 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

---

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

A meeting of teaching staff was held on Saturday, July 4<sup>th</sup> 2020, at 4 pm on Virtual platform of Microsoft team.

Following members were present for the meeting:

Dr.UjwalaChakradeo	Chairperson	Present
Dr.Shyamala Nair	Management Member	Absent
Prof. Pratima Dhoke	NAAC Coordinator	Present
Dr. Madhura Rathod	Co-Ordinator IQAC	Present
Ar. Harpreet Kaur Saggu	Co-coordinator IQAC	Present
Dr. Priya Choudhary	Member	Present
Dr. Neeta Lambe	Member	Present
Dr. Sampada Peshwe	Member	Present
Dr. Roopal Deshpande	Member	Present
Prof. 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 outcome of the earlier meeting held on 27<sup>th</sup> April, 2020 was read and taking into consideration the pandemic situation, the strategies required to complete the syllabus was discussed explicitly. The following points were discussed in the meeting:

### **Zero Agenda:**

- Dr. Ujwala Chakradeo welcomed all teachers for this meeting.
- As college has started, a lot many activities are taking place along with regular teaching, so Principal Ma'am has asked all teachers to maintain 2 diaries for self-assessment. 1<sup>st</sup> diary would be maintained for all work related to administration wherein all teachers can record their timings for classes, academic related work. It will have all activities performed by teacher like reading, making presentations, conducting classes, interacting with students etc. and contribution done for college work. This diary will be taken care by Dr. Pratima Dhoke.
- Second diary would be a sketch book taken care by Dr. Sampada Peshwe. In this sketch book all the detailed information will be there. All the webinars attended or any other extra activity done by the teacher should be recorded here. This has to be maintained from 15 June 2020. It was informed in the meeting that if anyone could not work for any day for whatever reason, it has to be informed to Dr. Pratima Dhoke.

### **Agenda1: Academic calendar for academic session odd semester2020-2021.**

- Ar. Samruddhi Amte along with the help of Dr. Sampada Peshwe and Dr. Pratima Dhoke will prepare academic calendar till 15<sup>th</sup> July 2020. Various issues related to academic activities along with extra curriculum & co- curriculum activities are to be taken into considerations while framing the academic calendar.

### **Resolved as:**

Academic calendar to be prepared within a week.

### **Agenda2:The proposed Design theme for the Design projects of all odd semesters of session 2020-2021**

- Dr. Neeta Lambe started with the design meeting and conveyed everyone about the theme to be taken this year for all semesters. The theme finalised was Aatmanirbhar Bharat. Before this meeting was scheduled, a brain storming session was conducted last month between few teachers and thus concluded with this design studio theme.
- All the three semesters i.e., 3<sup>rd</sup>sem, 5<sup>th</sup>sem& 7<sup>th</sup>sem design brief will be prepared based on the same theme. Design briefs would be prepared depending upon the learning objectives of each semester. 7<sup>th</sup>sem students may work on rural development and proposed a development plan for a village. 5<sup>th</sup>sem students could design rental housing/ house module or low-cost housing for migrant population and 3<sup>rd</sup> semester student can design a skill development centre or composite activity.

- Suggestions and views of design coordinators were taken during discussion and design team members of each semester expressed their ideas regarding the detailing of the design brief.

It was decided that all the year in charges will have meeting with their respective design team and further detail out the design brief according to the discussions done in this meeting.

**Resolved as:**


The Design studio theme for all the semesters should be Aatmanirbhar Bharat. All design teachers should work on design programme with this theme.

**Agenda3: Any other matter/s with the permission of the cell.**

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: 04/07/2020, Saturday



Women's Education Society's  
**Smt. Manoramabai Mundle 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 Sixth Meeting of Internal Quality Assurance Cell (IQAC) held on Saturday, July 4<sup>th</sup> 2020, at 4 pm on Virtual platform of Microsoft team.

Sr.no	Resolution No	Action Taken
1	Discussion regarding Academic calendar for academic session 2020-2021.	Academic calendar to be prepared within a week.
2	Discussion on the proposed Design theme for the Design projects of all odd semesters of session 2020-2021.	The Design studio theme for all the semesters should be Aatmanirbhar Bharat. All design teachers should work on design programme with this theme.

Dr. Madhura Rathod  
(Co-ordinator, IQAC)

Dr. Ujwala Chakradeo  
(Principal)



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

Place: Online, Microsoft teams

Date:04/07 /2020, Saturday