

Internal Quality Assessment Committee (IQAC) Meeting/1-2023-24

5th June 2023

The meeting of IQAC was held on 5th June 2023 at 10.30 am in the Principal's Cabin.

The following members attended the said meeting: -

Prof. Meera Malegaonkar	Principal, chairperson
Prof. Ejaz Kashmiri	Coordinator
Mr. Shahbaz Khan	Management Member
Dr. Pallavi Latkar	Industry Expert
Prof. Tania Shah	Member
Prof. Hanisha Chotani	Member
Prof. Sona Gandhi	Member
Mrs. Swati Palekar	Librarian, Member
Mr. Satyendra Singh	Administrative Person Member
Ms. Mahek Lasne	Student Representative

The following agenda items were taken up for discussion in the meeting

Item No: 1

Review of the various activities held by IQAC in 2022-23

Item No: 2

Planning for the academic year 2023-24

Item No: 3

Discussion on Archfest 2023.

Item number: 4

Discussion on conducting elective week

Item No: 1

Review of the various activities held by IQAC in 2022-23

In the academic year 2022-23 at Rizvi College of Architecture, an array of events, encompassing design competitions, architectural symposiums, and collaborative projects, reflected a vibrant and innovative atmosphere. These activities not only nurtured creativity and knowledge but also strengthened the sense of community within the college. This is all reviewed by an IQAC committee.

Item No: 2

Planning for the academic year 2023-24

For the academic year 2023-24, the teaching plans and academic schedules are required to prepare in such a way to involve a balanced integration of theoretical knowledge and practical applications. The teaching plan and course review plan is reviewed by IQAC. Academic schedule prepared by the team is reviewed before presenting to College development committee

Item No. 3: -

ARCHFEST 2023

Discussion on inviting guest speakers for the Archfest 2023 and it is decided to invite speakers from different disciplines and background. IQAC team has prepared guest speaker list

Item number: 4

Discussion on conducting elective week

Discussion on conducting elective week is taken place and topics are finalized after scrutinizing the details received from the faculty

The meeting ended with vote of thanks by IQAC coordinator Prof. Ejaz Kashmiri



Prof. Ejaz Kashmiri
Coordinator, IQAC



Prof. Meera Malegaonkar
Chairperson, IQAC

Action Taken Report

SR No	Plan of Action	Mode of Action	Outcomes
1	To prepare teaching plans with specific program outcomes	The faculty prepared teaching plans for all subjects and the design chair reviewed the same as against the university curriculum. The teaching plans were refined as suggested by the design chair and Principal.	Curriculum started getting converted into learning activities; Assessment started getting aligned with the learning goal
2	To invite speakers from different disciplines and backgrounds	A master list of keynote speakers was created based on the content of each module of the event	ArchFest shall become more vibrant with speakers being experts in their respective fields
3	Conducting workshops	Carpentry by Parvez Shaikh & Altaf Pasha – 12-06-2023	The students learned how to create furniture and how a simple design can be used to translate the object into multiple uses.
		Documentary Film Making Workshop by Probuddha Mukhopadhyay 12-06-23	Documentary filmmakers strive to capture the real in their works – a convention used by both fiction and non-fiction films to engage audiences into the issue in question. This Elective would be an introductory course meant to learn about everyday practices and stories from the act of capturing them.
		Out of the Box by Sheela Bhole and Dilshad Tayabji	To initiate a thought process differently which is not conventional and break away from routine, coming up with solutions to reach novel approach to various causes.
4	Sensitizing towards Culture & Heritage	Gastronomy & the city- Daksh Jain & Hanisha Chotani 12 th -16 th June 2023	The creative city network has multiple facets and verticals like Music, Crafts & folk arts, Film, Gastronomy, Design,

			Literature, and Media arts under which a city can be nominated as a creative city. Out of all these verticals, gastronomy defines a symbiotic relationship between the city, its inhabitants, climate, topography and socio-cultural practices. Food forms the basic unit of sustenance. It defines our way of living, forms a myriad of culture within the city and its people.
		Cultural Mapping-Minaz Ansari & Uzma Khan 12 th - 16 th June 2023	This elective will acquaint students with the cultural heritage of eateries in Bandra which often goes unnoticed. It will also create a documentation of the bakeries and cafes that have been established over 50 years back in and around Bandra. This can be further developed as a research project as part of the RCA research cell.
5	Sensitizing towards Ecology & Environment	Urban Green Mapping-Stuti Borwankar & sailee Gosavi 12 th -16 th June 2024	The elective would map an urban green space (proposed area is Kalina University campus). The students would use different tools and methods for mapping of the areas. The students would then propose appropriate green interventions with in the space in order to enhance their quality.
		Horticulture as a Design Tool- Sneha Udadar & Vivek kodoor 12 th -16 th June 2024	The elective focuses on the methods to develop a visual and spatial understanding of space with help of

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			Horticulture as a tool. It will focus on understanding the form of plants, shrubs, and trees for spatial design, understanding of Layering i.e., the arrangement of plants, shrubs, trees in a hierarchy, understanding their colour palette (leaf colour, flower, branch colour etc.)For visual design.
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Internal Quality Assessment Committee (IQAC) Meeting/2-2023-24

31st August 2023

The meeting of IQAC was held on 31st August 2023 at 10.30 am in the Principal's Cabin.

The following members attended the said meeting: -

Prof. Meera Malegaonkar	Principal, chairperson
Prof. Ejaz Kashmiri	Coordinator
Mr. Shahbaz Khan	Management Member
Dr. Pallavi Latkar	Industry Expert
Prof. Tania Shah	Member
Prof. Hanisha Chotani	Member
Prof. Sona Gandhi	Member
Mrs. Swati Palekar	Librarian, Member
Mr. Satyendra Singh	Administrative Person Member
Ms. Mahek Lasne	Student Representative

The following Agenda items were taken up for discussion in the meeting

- Approval of minutes of the last college development committee meeting held on 5th June 2023
- Review of the various activities held during the last 3 months
- Review the NAAC preparation
- Decision to host international conference APIC 2024
- Discussion on purchase of J-Gate as comprehensive database suggested by library committee
- Review the preparation for new course D. Arch

Item No.1: -Approval of minutes of the last college development committee meeting held on 5th June 2023

Minutes of the meetings held on 5th June 2023 are read and confirmed

Item No.2: -Review of the various activities held during the last 3 months
Principal give brief summary of various activities taken place during last 3 month & it is reviewed and accepted

Item No.3 review the NAAC documentation
Committee reviewed the NAAC documentation progress and found it up to the mark.

Item No.4: - Decision to host international conference APIC 2024
IQAC suggested and approved to host international conference APIC 2024

Item No.5: - Discussion on purchase of J-Gate as comprehensive database suggested by library committee
IQAC gave its approval for purchase of J-Gate as comprehensive database to improve the quality resources suggested by library committee

Item No.6: -Review the preparation for new course D. Arch
Committee reviewed the requirements of new course and give approval for purchase of new equipment, new material required and send a proposal to college development committee.

The meeting ended with vote of thanks by IQAC Coordinator Prof. Ejaz Kashmiri



Prof. Ejaz Kashmiri
Coordinator, IQAC



Prof. Meera Malegaonkar
Chairperson, IQAC

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Action Taken Report

SR No	Plan of Action	Mode of Action	Outcomes
1	NAAC document review	All documents are reviewed	----
2	APIC 2024	It is decided to host the APIC in Feb.2024	All correspondence is done for the conference
3.	D.ARCH	Faculties list is approved as per suggestion of HR team	Appointment letter is given

Internal Quality Assessment Committee (IQAC) Meeting/3-2023-24

20th December 2023

The meeting of IQAC was held on 20th December 2023 at 10.30 am in the Principal's Cabin.

The following members attended the said meeting: -

Prof. Meera Malegaonkar	Principal, chairperson
Prof. Ejaz Kashmiri	Coordinator
Mr. Shahbaz Khan	Management Member
Dr. Pallavi Latkar	Industry Expert
Prof. Tania Shah	Member
Prof. Hanisha Chotani	Member
Prof. Sona Gandhi	Member
Mrs. Swati Palekar	Librarian, Member
Mr. Satyendra Singh	Administrative Person Member
Ms. Mahek Lasne	Student Representative
Mr. Dhanesh Desai	Student Representative, D.Arch

The following Agenda items were taken up for discussion in the meeting

- Approval of minutes of the last college development committee meeting held on 31st August 2023
- Review of the various activities held during the last 3 months
- Review Outcomes of NAAC visit
- Review the preparation for APIC 2024
- Discussion about the COA- teachers training programme

Item No.1: -Approval of minutes of the last college development committee meeting held on 31st August 2023

Minutes of the meetings held on 31st August 2023 are read and confirmed

Item No.2: -Review of the various activities held during the last 3 months
Principal give brief summary of various activities taken place during last 3 month & it is reviewed and accepted

Item No.3 Review the Outcomes of NAAC Visit
Committee reviewed the NAAC Visit outcomes thoroughly. It is decided to overcome the problem highlighted by the NAAC team and correct the pathway to be created. IQAC considered suggestions given by College development Committee. It is decided to work on standardization & task is assigned to IQAC members Mrs. Swati Palekar and Prof. Malini Rajalakshmi

Item No.4: - Review the preparation of international conference APIC 2024
Committee reviewed the preparation of International conference APIC 2024 & finalize the speakers list and send to College development Committee for further review.

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Item No.5: - Discussion about the COA- teachers training programme to be held
Committee gave its approval for holding 5 days online COA -Faculty development Programme and finalize the speakers list and it is send to college development committee for further review

The meeting ended with vote of thanks by IQAC Coordinator Prof. Ejaz Kashmiri



Prof. Ejaz Kashmiri
Coordinator, IQAC



Prof. Meera Malegaonkar
Chairperson, IQAC

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Action Taken Report

SR No	Plan of Action	Mode of Action	Outcomes
1	NAAC visit review	Short comes of the NAAC visit is listed & it is decided to revamp few process	
2	APIC 2024	All guest list is considered	All guest list is finalized
3.	COA-TRC	COA-TRC programme is to be held in February	Guest list is finalized & all the correspondence with COA is done

Internal Quality Assessment Committee (IQAC) Meeting/4-2023-24

1st March 2024

The meeting of IQAC was held on 1st March 2024 at 10.30 am in the Principal's Cabin.

The following members attended the said meeting: -

Prof. Meera Malegaonkar	Principal, chairperson
Prof. Ejaz Kashmiri	Coordinator
Mr. Shahbaz Khan	Management Member
Dr. Pallavi Latkar	Industry Expert
Prof. Tania Shah	Member
Prof. Hanisha Chotani	Member
Prof. Sona Gandhi	Member
Mrs. Swati Palekar	Librarian, Member
Mr. Satyendra Singh	Administrative Person Member
Ms. Mahek Lasne	Student Representative
Mr. Dhanesh Desai	Student Representative, D.Arch

The following Agenda items were taken up for discussion in the meeting

- Approval of minutes of the last college development committee meeting held on 20th Dec.2023
- Review of the various activities held during the academic year 2023-24
- Review the suggestion received from IQAC for standardizing the document process
- Planning for next academic year
- Discussion about budget for new academic year 2024-25

Item No.1: -Approval of minutes of the last college development committee meeting held on 20th Dec.2023

Minutes of the meetings held on 20th Dec.2023 are read and confirmed

Item No.2: -Review of the various activities held during the academic year 2023-24
The IQAC committee coordinator gave a brief summary of various activities taking place during the academic year 2023-24 & it was reviewed and accepted & decided the report of the same to be presented at college development committee.

Item No.3 Review the suggestion received from IQAC for standardizing the document process
IQAC team members –Mrs. Swati Palekar and Prof. Malini Rajlakshmi have prepared and presented standard formats for various event, teaching plans, study tour etc. The standard formats are approved by the committee

Item No.4: - Planning for next academic year 2024-25
IQAC prepared academic schedule and academic calendar for all courses.

Item No.5: - Discussion about budget for new academic year 2024-25
IQAC proposed budget for the new academic year based on previous year budget and considering the required quality enhancement.

The meeting ended with vote of thanks by IQAC Coordinator Prof. Ejaz Kashmiri



Prof. Ejaz Kashmiri
Coordinator, IQAC



Prof. Meera Malegaonkar
Chairperson, IQAC

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Action Taken Report

1. Budget for next academic year is considered
2. Planning of next academic year with quality initiatives and MOU are considered
3. Standardized formats for lesson plan, events, activities, study tour, expert lecture is done by IQAC team members