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| 2                   | SPPU – Revised syllabus (B.Des)  | Year 2023-2024  |
| 3                   | Academic Committees  | Year 2018-2023  |
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|    |  |                  |
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### 6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

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## **IQAC – VISION**

To prioritize a culture of quality as the foremost consideration for Higher Education Institutions by institutionalizing and internalizing all initiatives, supported both internally and externally, by the institution.

## **OBJECTIVE**

The primary aim of IQAC is to:

- a) Establish a system for deliberate, consistent, and catalytic action to enhance the institution's academic and administrative performance.
- b) Promote measures to improve institutional functioning by internalizing a quality culture and institutionalizing best practices.

## **STRATEGIES**

The goal is to establish a system for conscious, consistent action to enhance academic and administrative performance in Higher Education Institutions. The focus is on promoting institutional functioning through internalizing a quality culture and institutionalizing best practices, ensuring a sustained commitment to excellence with internal and external support.

## **FUNCTIONS**

The Institutional Quality Assurance Cell (IQAC) is entrusted with diverse functions, including the development and application of quality benchmarks for academic and administrative activities. It aims to foster a learner-centric environment, facilitate faculty maturation, and collect stakeholder feedback for quality improvement. IQAC organizes workshops, seminars, and quality circles, documents programs leading to improvement, and serves as the nodal agency for coordinating quality-related activities. It maintains an institutional database, conducts periodic audits, and submits an Annual Quality Assurance Report (AQAR) as per NAAC guidelines, contributing to sustained quality enhancement in Higher Education Institutions.

## **BENEFITS**

The Institutional Quality Assurance Cell (IQAC) at MET SOA & ID prioritizes clarity and focus in institutional functioning for quality enhancement. It ensures internalization of a quality culture, coordinates activities, provides a basis for decision-making, acts as a dynamic system for quality changes in Higher Education Institutions, and establishes an organized methodology for documentation and internal communication. MET SOA & ID emphasizes quality education beyond classrooms, engaging practicing architects for lectures, juries, and

site visits, fostering skill development and overall student growth. The college's initiatives enhance academic quality through contextual study tours and guest lectures.

After the constitution of IQAC following activities are initiated to impart the overall growth of the students and faculty members-

1. Academic Symposium

At the start of the year involves teachers presenting plans to advisors. Eminent architects' association enhances academic quality, refines processes, bridges curriculum-industry gaps, and supports faculty development

2. Orientation Programme:

It is arranged in the first week of First year academics. It has creative activities to orient students towards various subjects and aspects of architecture. Through these sessions, students get to learn various extra-curricular and non-curricular concepts. This helps in their overall development.

3. Research symposium

Organised on the theme of the three verticals – Design, Technology and Humanities. Research methodology and technical paper writing- for the development of the research acumen in the faculty, technical paper writing lectures were arranged. This helped faculty members to document the academic works and promote the research paper writing.

### REVIEW OF TEACHING LEARNING PROCESS

Academic activity planning precedes each session, with the Academic Coordinator and principal creating an annual calendar. Year, class, and subject coordinators are appointed. The IQAC ensures regular meetings between the academic coordinator and year coordinators, promoting faculty engagement in evolving and reviewing teaching-learning methodologies.

### STRUCTURES & METHODOLOGIES OF OPERATIONS

Innovative teaching methods at the institution encompass ICT-enabled learning, digital resources, and case study approaches. Lectures incorporate presentations, simulations, and expert insights, fostering student-centric learning and real-world application. Teachers adapt lectures based on subject complexity, offering individual guidance and scheduling extra tutorials as needed. The institution prioritizes academic quality through site visits, guest lectures, and design reviews. IQAC monitors quality assurance, covering academics, feedback systems, and support for soft skills and research. Regular interactions, extended hours during exams, and a holistic feedback approach involving students, parents, industry, and alumni contribute to overall academic excellence and continuous improvement.

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### LEARNING OUTCOMES

The institution employs ICT, digital resources, and case studies for innovative teaching. Lectures include presentations, simulations, and expert insights, promoting student-centric learning. Teachers tailor instruction, prioritize quality through various activities, and IQAC ensures ongoing improvement.

Following the establishment of IQAC, the institute underwent significant improvements across academic, administrative, infrastructure, and research domains. In academics, IQAC orchestrated seminars, workshops, and initiatives like Design studio projects, internships, and certificate programs for software proficiency. Administrative enhancements involved staff training and the implementation of biometric attendance records. Infrastructure development focused on meeting teaching, learning, and research needs, incorporating Wi-Fi and audio-visual equipment. E-governance was introduced for admissions, fee payments, and feedback to promote efficiency and environmental sustainability. The institute is establishing a Research Cell, with monthly research forums for faculty to present papers, fostering a culture of ongoing research.

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### 6.5.2

Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance cell (IQAC); quality improvement initiatives identified and implemented
2. Academic and Administrative Audit (AAA) and follow-up action taken
3. Collaborative quality initiatives with other institution(s)
4. Participation in NIRF and other recognized rankings
5. Any other quality audit/ accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

  
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Principal

Date: 4/10/23

To,  
The Principal,  
MET SOA&ID, Govardhan,  
Nashik

Subject: Approval of Revised **Internal Quality Assurance Cell** at MET College of Architecture and Interior Design, Govardhan, Nashik for **academic year 2023-24**.

Ref No:

In reference to the above subject, we need to revise the Internal Quality Assurance Cell'.

**IQAC Committee for METSOA&ID**

| Sr. No. | Name of Faculty       | Designation               |
|---------|-----------------------|---------------------------|
| 1       | Prof. Ritu Sharma     | Chairperson               |
| 2       | Mr. S.L. Khairnar     | Management Representative |
| 3       | Prof. Pallavi Pathak  | IQAC Coordinator          |
| 4       | Prof. Jagdish Kolhe   | NAAC Coordinator          |
| 5       | Prof. Pritam Ahirrao  | Teaching/Member           |
| 6       | Prof. Suhas Datrangle | Teaching/Member           |
| 7       | Prof. Rashmi Gawande  | Teaching/Member           |
| 8       | Prof. Rohan Patwa     | Teaching/Member           |
| 9       | Mr. Yogesh Pawar      | Office Superintendent     |
| 10      | Ar. Raghunandan Naik  | Industry Member           |
| 11      | Ar. Atharva Tambat    | Alumni Representative     |
| 12      | Mr. Hitesh Kataria    | Alumni Representative     |
| 13      | Mr. Arin Pingale      | Student Representative    |
| 14      | Mr. Soham Wadekar     | Student Representative    |

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Date: 11/10/23

To,  
The Principal,  
MET SOA&ID, Govardhan,  
Nashik

Subject: Approval of Revised **Internal Quality Assurance Cell** at MET College of Architecture and Interior Design, Govardhan, Nashik for **academic year 2023-24**.

Ref No:

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| 1       | Prof. Ritu Sharma       | Chairperson               |
| 2       | Mr. S.L. Khairnar       | Management Representative |
| 3       | Prof. Nishtha Karkhanis | IQAC Coordinator          |
| 4       | Prof. Jagdish Kolhe     | NAAC Coordinator          |
| 5       | Prof. Pallavi Pathak    | Teaching/Member           |
| 6       | Prof. Suhas Datrange    | Teaching/Member           |
| 7       | Prof. Rashmi Gawande    | Teaching/Member           |
| 8       | Prof. Rohan Patwa       | Teaching/Member           |
| 9       | Mr. Yogesh Pawar        | Office Superintendent     |
| 10      | Ar. Raghunandan Naik    | Industry Member           |
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Date: 11/10/23

Agenda: Revision of IQAC Team.

1. Chairperson of the IQAC has resigned from the institute, so the post is vacant till new appointee.
2. NAAC coordinator is also changed as previous coordinator resigned from the institute.
3. Discussion about review and guidance preparation of NAAC.
  - a. Review on the progress of each Criterion.
  - b. Review on Progress of work on individual faculty assigned work (Subject Conduction Details)
4. Discussion and Guidance from Prof. M.U.Kharat about NAAC Criterion Work.
5. Discussion on hands on workshops
6. Discussion of conduction of settlement tours.
7. Discussions on Guest speakers for musing for current academic year.

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**Coordinator**

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Date: 11/10/23

MINUTES OF MEETING

1. The newly appointed committee members were given the responsibilities and their approval for the same was taken. The further line of action and working of IQAC was discussed.
2. Review of completed assessment of previous academic year is elaborated by NAAC Coordinator. It is decided to include more subjects for analysis purpose.
3. Finalizing the Location of Settlement study tours for First year and Second Year B.Arch students.
4. Participation of students in State/National level competitions held by various organizations.
5. Discussion about student's participation in activities conducted by government organizations.

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**Coordinator**

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## Notice

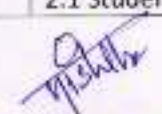
Date - 11/9/23

### National assessment and Accreditation council work

MET's School of Architecture and Interior Design is applying to the National Assessment and Accreditation Council (NAAC) for an evaluation process in order to obtain a grade for the institute. All teaching and non-teaching employees are obliged to work on NAAC documentation on a regular basis. It is essential to obtain an NAAC grade, which will have a direct impact on the intake capacity and admission process for the academic year.

The table below shows the assigned criterion and the name of the responsible staff for documentation. Criterion is a section of the NAAC Accreditation Manual-2023. Prof. M.U.Kharat will take session with each criterion staff member/s to explain the documentation process. The NAAC manual-203 (PDF) will be mailed, and the date and time of the session will be announced shortly to all staff.

| Criterion No.               | of NAAC Accreditation Manual-2023 Criterion | Responsible Teaching/ Non-Teaching Staff (Architecture) | Responsible Teaching /Non-Teaching Staff (Interior) | Non-Teaching Staff                  |
|-----------------------------|---|---|---|-------------------------------------|
|                             | Self - Study Report SSR                     | Ritu Sharma, Jagdish Kolhe                              | Nishtha Karkhanis, Suhas Datrang                    | Meghana Chandratre, Ritesh Gangurde |
| <b>1</b>                    |   |   |   |                                     |
| <b>Curricular Aspects</b>   | 1.1 Curriculum Planning and Implementation  | Rashmi Gavande, Jagdish Kolhe                           | Rohan Patwa, Ashish Shevkar                         | Suyog Gorhe                         |
| Jagdish Kolhe, Rohan Patwa, | 1.2 Academic Flexibility                    | Rashmi Gavande, Jagdish Kolhe                           | Rohan Patwa, Ashish Shevkar                         | Suyog Gorhe                         |
|                             | 1.3 Curriculum Enrichment                   | Rashmi Gavande, Jagdish Kolhe                           | Rohan Patwa, Ashish Shevkar                         | Suyog Gorhe                         |
|                             | 1.4 Feedback System                         | Rashmi Gavande, Jagdish Kolhe                           | Rohan Patwa, Ashish Shevkar                         | Abhijeet Joshi, Suyog Gorhe         |
|                             |   |   |   |                                     |
| <b>2</b>                    |   |   |   |                                     |
| <b>Teaching</b>             | 2.1 Student Enrolment                       | Pritam Ahirrao  | Suhas Datrang,                                      | Yogesh Pawar                        |

  
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|  |   |   |                                     |                                       |
|--|---|---|-------------------------------------|---------------------------------------|
| <b>Learning and Evaluation</b>             | <b>and Profile</b>                            |   | Prachi Banthiya                     |                                       |
| SuhasDatrange,<br>Pritam Ahirrao           | 2.2 Student Teacher Ratio                     | Pritam Ahirrao                                      | Suhas Datrange,<br>Prachi Banthiya  | Yogesh Pawar                          |
|  | 2.3 Teaching Learning Process                 | Pritam Ahirrao                                      | Suhas Datrange,<br>Prachi Banthiya  | Yogesh Pawar                          |
|  | 2.4 Teacher Profile and Quality               | Pritam Ahirrao                                      | Suhas Datrange,<br>Prachi Banthiya  | Yogesh Pawar                          |
|  | 2.5 Evaluation Process and Reforms            | Pritam Ahirrao                                      | Suhas Datrange,<br>Prachi Banthiya  | Yogesh Pawar                          |
|  | 2.6 Student Performance and Learning Outcomes | Rashmi Gavande,<br>Jagdish Kolhe                    | Rohan Patwa,<br>Ashish Shevkar      | Meghana Chandratre,                   |
|  | 2.7 Student Satisfaction Survey               | Jagdish Kolhe,<br>Sanjay Mahajan                    | Rohan Patwa,<br>Ashish Shevkar      | Abhijeet Joshi,<br>Meghana Chandratre |
| <b>3</b>                                   |   |   |                                     |                                       |
| <b>Research, Innovations and Extension</b> | 3.1 Resource Mobilization for Research        | Shubham Patil,<br>Swapnil Joshi                     | Devyani Upasani,<br>Nikita Sindekar | Hemant Malode                         |
| Swapnil Joshi,<br>Devyani Upasani          | 3.2 Innovation Ecosystem                      | Shubham Patil,<br>Sanjay Mahajan                    | Devyani Upasani,<br>Nikita Sindekar | Hemant Malode                         |
|  | 3.3 Research Publications and Awards          | Pritam Ahirrao,<br>Shubham Patil,<br>Sanjay Mahajan | Devyani Upasani,<br>Nikita Sindekar | Meghana Chandratre                    |
|  | 3.4 Extension Activities                      | Pallavi Pathak                                      | Devyani Upasani,<br>Nikita Sindekar | Hemant Malode                         |
|  | 3.5 Collaboration                             | Pallavi Pathak                                      | Devyani Upasani,<br>Nikita Sindekar | Hemant Malode                         |
| <b>4</b>                                   |   |   |                                     |                                       |

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|  |  |   |                                     |                                       |
|--|--|---|-------------------------------------|---------------------------------------|
| <b>Infrastructure and Learning Resources</b> | 4.1 Physical Facilities                  | Rashmi Gavande,<br>Jagdish Kolhe<br>(Shirsat, Adgaon) | Pavan Kavitkar,<br>Abhijit More     | Shilpa Chalke,<br>Vikram<br>Chumbhale |
| Meghana Chandratre,<br>Pavan Kavitkar        | 4.2 Library as a Learning Resource       | Meghana Chandratre,<br>Swapnil Joshi                  | Pavan Kavitkar,<br>Abhijit More     | Meghana Chandratre,<br>Kailash Mahale |
|  | 4.3 IT Infrastructure                    | Rashmi Gavande,<br>Jagdish Kolhe                      | Pavan Kavitkar,<br>Abhijit More     | Suyog Gorhe                           |
|  | 4.4 Maintenance of Campus Infrastructure | Rashmi Gavande,<br>Jagdish Kolhe                      | Pavan Kavitkar,<br>Abhijit More     | Shilpa Chalke,<br>Vikram<br>Chumbhale |
| <b>5.</b>                                    |  |   |                                     |                                       |
| <b>Student Support and Progression</b>       | 5.1 Student Support                      | Shamli Shroff,<br>Vaibhav Abhang                      | Pavan Kavitkar,<br>Akshay Joshi     | Shilpa Chalke                         |
| Vaibhav Abhang, Ashish Shevkar               | 5.2 Student Progression                  | Shamli Shroff,<br>Vaibhav Abhang                      | Pavan Kavitkar,<br>Akshay Joshi     | Shilpa Chalke                         |
|  | 5.3 Student Participation and Activities | Shamli Shroff,<br>Vaibhav Abhang                      | Devyani Upasani,<br>Akshay Joshi    | Shilpa Chalke                         |
|  | 5.4 Alumni Engagement                    | Shamli Shroff,<br>Vaibhav Abhang                      | Jotikaa Lakhani,<br>Nikita Sindekar | Shilpa Chalke                         |
| <b>6.</b>                                    |  |   |                                     |                                       |
| <b>Governance, Leadership and Management</b> | 6.1 Institutional Vision and Leadership  | Bhalchandra Chaware,<br>Pallavi Pathak, Shubham Patil | Manish Patil,<br>Akshay Joshi       | Ritesh Gangurde                       |
| Pallavi Pathak,<br>Manish Patil,             | 6.2 Strategy Development and Deployment  | Shubham Patil,<br>Yakin Kinger                        | Manish Patil,<br>Jotikaa Lakhani    | Yogesh Pawar                          |
|  | 6.3 Faculty Empowerment Strategies       | Yakin Kinger  | Manish Patil,<br>Jotikaa Lakhani    | Ritesh Gangurde                       |
|  | 6.4 Financial                            | Yakin Kinger  | Manish Patil,                       | Ritesh Gangurde                       |

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|  |  |                                     |                                  |                 |
|--|--|-------------------------------------|----------------------------------|-----------------|
|  | Management and Resource Mobilization                 |                                     | Jotikaa Lakhani                  |                 |
|  | 6.5 Internal Quality Assurance System (IQAS)         | Yakin Kinger                        | Manish Patil,<br>Jotikaa Lakhani | Ritesh Gangurde |
| <b>7.</b>                                      |  |                                     |                                  |                 |
| <b>Institutional Values and Best Practices</b> | 7.1 Institutional Values and Social Responsibilities | Meghana Chandratre<br>Yakin Kinger  | Manish Patil,<br>Jotikaa Lakhani | Kailash Mahale  |
| Abhijit More,<br>Vaibhav<br>Abhang             | 7.2 Best Practices                                   | Meghana Chandratre,<br>Yakin Kinger | Abhijit More,<br>Akshay Joshi    | Kailash Mahale  |
|  | 7.3 Institutional Distinctiveness                    | Meghana Chandratre,<br>Yakin Kinger | Abhijit More,<br>Akshay Joshi    | Kailash Mahale  |

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|----------------|--------------------------------|----------------------------|
| 3              | Vikram Chumbhale (VC)          |                            |
| 4              | Hemant Malode (HM)             |                            |
| 5              | Ritesh Gangurde (RG)           |                            |
| 6              | Suyog Gorhe (SG)               |                            |
| 7              | Abhijeet Joshi (AJ)            |                            |
|                |                                |                            |
| <b>Sr. No.</b> | <b>Library Staff</b>           | <b>Signature with Date</b> |
| 1              | Meghana Chandratre (MC)        |                            |
| 2              | Kailash Mahale (KM)            |                            |
|                |                                |                            |
| <b>Sr. No.</b> | <b>B. Design Faculty</b>       | <b>Signature with Date</b> |
| 1              | Nishtha Karkhanis (NK)         |                            |
| 2              | Suhas Datranga (SD)            |                            |
| 3              | Rohan Patwa (RP)               |                            |
| 4              | Manish Patil (MP)              |                            |
| 5              | Devyani Upasani (DU)           |                            |
| 6              | Prachi Banthiya (PB)           |                            |
| 7              | Nikita Sindekar (NS)           |                            |
| 8              | Ashish Shevkar (AS)            |                            |
| 9              | Pavan Kavitkar (P.KA)          |                            |
| 10             | Abhijit More (AM)              |                            |
| 11             | Akshay Joshi (AJ)              |                            |
| 12             | Jotikaa Lakhani (JL)           |                            |
| 13             | Palak Chadha (PC)              |                            |
|                |                                |                            |
| <b>Sr. No.</b> | <b>B. Architecture Faculty</b> | <b>Signature with Date</b> |
| 1              | Pallavi Pathak (PP)            |                            |
| 2              | Pooja Khairnar (PK)            |                            |
| 3              | Pritam Ahirrao (PA)            |                            |
| 4              | Ritu Sharma (RS)               |                            |
| 5              | Rashmi Gavande (RG)            |                            |
| 6              | Vaibhav Abhang (VA)            |                            |
| 7              | Shubham Patil (SP)             |                            |
| 8              | Jagdish Kolhe (JK)             |                            |
| 9              | Swapnil Joshi (SJ)             |                            |
| 10             | Shamli Shroff (SS)             |                            |
| 11             | Yakin Kinger (YK)              |                            |
| 12             | Sanjay Mahajan (S.MN)          |                            |



Date: 5 / 7 / 2022

To,  
The Principal,  
MET SOA&ID, Govardhan,  
Nashik

Subject: Approval of Formulating **Internal Quality Assurance Cell** at MET College of Architecture and Interior Design, Govardhan, Nashik for academic year **2022-23**.

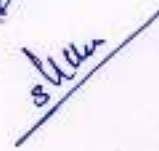
In reference to the above subject, we require an Internal Quality Assurance Cell' to be established in the Institute. The purpose of the above cell is to maintain the excellent Quality of Academic activities in the Institute.

**IQAC Committee for METSOA&ID**

| Sr. No. | Name of Faculty        | Designation               |
|---------|------------------------|---------------------------|
| 1       | Prof. Krushna Rathi    | Chairperson               |
| 2       | Mr. S.L. Khairnar      | Management Representative |
| 3       | Prof. Samruddha Mogal  | IQAC Coordinator          |
| 4       | Prof. Jagdish Kolhe    | NAAC Coordinator          |
| 5       | Prof. Pallavi Pathak   | Teaching/Member           |
| 6       | Prof. Rohan Patwa      | Teaching/Member           |
| 7       | Prof. Rashmi Gawande   | Teaching/Member           |
| 8       | Prof. Suhas Datranga   | Teaching/Member           |
| 9       | Mr. Yogesh Pawar       | Office Superintendent     |
| 10      | Ar. Raghunandan Naik   | Industry Member           |
| 11      | Ar. Atharva Tambat     | Alumina Representative    |
| 12      | Mr. Hitesh Kataria     | Alumina Representative    |
| 13      | Mr. Shantanu Tribhuvan | Student Representative    |
| 14      | Ms. Riddhi Chandratre  | Student Representative    |



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**Nashik**



**IQAC Coordinator**  
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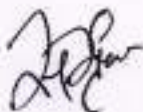
MINUTES OF MEETING

Agenda: Formulating and distribution of NAAC Workload to the faculties.

1. Principal introduced the NAAC manual to the faculty members.
2. A detailed discussion on each criterion was conducted.
3. Discussion on Workload of the subjects of each faculty:
  - a. Weekly workload of each faculty calculated and according to that criteria of NAAC were distributed.
  - b. The heads and coordinator of each criterion were finalized.
4. Each criterion was Discussed in detail with each appointed Faculties.
5. Discussion held about identifying and inviting a resource person for one day training session on NAAC processes for facilitation of the work by Staff.
6. Principal guided with respect to inviting resource persons Prof. M.U. Kharat from Met Bhujbal Knowledge City, Nashik.
7. Discussion on Starting 'Musings'.
  - a. Identifying experts from various fields and arranging lectures/presentations.
  - b. It is decided that musing will be conducted every Friday after lecture hours.

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Date: 11/1/22

**MINUTES OF MEETING**

Agenda: Identifying potential chairperson and coordinator candidates.

1. The meeting began with a review of the specific responsibilities and expectations for the Chairperson and Coordinator positions.
2. Discussion on responsibilities of IQAC members. The responsibilities of NAAC Coordinator and IQAC coordinator were discussed in detail. The responsibilities are accepted by concern coordinators.
3. Discussion about time, frequency of IQAC meetings in each academic year. It is decided to hold a minimum of two meetings per semester, one at the commencement of academic curriculum of the semester and other at the end to take the review of semester conduction.
4. Discussion about NAAC. Principal discussed about the institutes preparedness to go for NAAC Accreditation. And to hold an expert's lecture on 'NAAC' in College of Architecture, for guidance to the Teaching faculty and Nonteaching Staff about the process.



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Date: 29/7/22

To,  
The Principal,  
MET SOA & ID,  
Govardhan,  
Nashik

Subject: Approval of Revised **Internal Quality Assurance Cell** at MET College of Architecture and Interior Design, Govardhan, Nashik for **academic year 2021-22**.

Ref No:

In reference to the above subject, we need to revise the Internal Quality Assurance Cell.

**IQAC Committee for METSOA&ID**

| Sr. No. | Name of Faculty       | Designation               |
|---------|-----------------------|---------------------------|
| 1       | Prof. Krushna Rathi   | Chairperson               |
| 2       | Mr. S.L. Khairnar     | Management Representative |
| 3       | Prof. Samruddha Mogal | IQAC Coordinator          |
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| 8       | Prof. Palak Patwa     | Teaching/Member           |
| 9       | Mr. Yogesh Pawar      | Office Superintendent     |
| 10      | Ar. Raghunandan Naik  | Industry Member           |
| 11      | Mr. Drupad Kansara    | Student Representative    |
| 12      | Mr. Girish Bajaj      | Student Representative    |

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**MINUTES OF MEETING**

Agenda: NAAC Accreditation Work Distribution

Opening Remark: The meeting commenced with a brief overview of the NAAC accreditation process, emphasizing the importance of collaboration and efficient distribution of tasks to ensure a comprehensive and successful evaluation.

Work Done update: Each team member provided updates on the progress made in their respective areas of responsibility. Notable achievements include the initiation of evidence collection, the commencement of data sorting, and the establishment of a systematic approach to streamline the accreditation process.

Collection of Evidence: It was reported that evidence collection has begun, and teams are actively gathering relevant documents and materials to support the accreditation requirements. It was emphasized that a centralized repository for collected evidence is being maintained for easy access and reference.

Sorting of data: Teams responsible for sorting data shared insights into the categorization process. The effort to organize information systematically is underway, with an emphasis on creating a well-structured foundation for the accreditation documentation.

Data Required from Adgaon: Concerning the data required from Adgaon, it was noted that the collaboration with Adgaon is critical to obtaining specific information essential for the accreditation process. Team members were tasked with establishing clear communication channels to ensure the timely collection of necessary data.

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Principal  
IQAC Coordinator  
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MINUTES OF MEETING

Data collection for NAAC accreditation is progressing well, with organized evidence. Initiatives to obtain necessary data from Adgaon are underway. NAAC data collection has advanced, evidence organized systematically. Ongoing efforts to secure essential data from Adgaon exhibit progress.




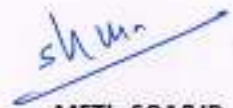
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Principal

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Date: 29/7/22

Agenda: Formation of the Internal Quality Assurance Cell (IQAC)

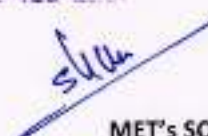
Meeting Proceedings:

1. Principal briefly outlined the purpose of the meeting, which was to discuss and plan the formation of the Internal Quality Assurance Cell (IQAC) within our institution.
2. The participants discussed the roles and responsibilities of the IQAC
  - a. Developing and implementing quality assurance policies and procedures.
  - b. Ensuring compliance with accreditation and regulatory requirements.
  - c. Conducting self-assessment and quality audits.
3. The participants agreed that the IQAC should be composed of a diverse group of individuals from various departments and areas of expertise within the institution to ensure a well-rounded approach to quality assurance.
4. The meeting concluded with an agreement to schedule the next meeting to further discuss the composition of the IQAC that includes:
  - a. Circulating the draft IQAC structure for review.
  - b. Identifying potential chairperson and coordinator candidates.
  - c. Preparing a list of key responsibilities for the IQAC.
5. The next meeting was scheduled for 11/9/22

  
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To,

Mr. Raghunandan Naik

Subject: Appointment as Industry Member for Institutional Quality Assurance Cell (IQAC)

I am pleased to inform you that MET's school of architecture & interior design, Govardhan, Nashik has appointed you as an Industry Member for our Institutional Quality Assurance Cell (IQAC). This appointment is a testament to your expertise and experience in the industry, and we believe that your valuable insights will significantly contribute to our institution's continuous improvement and excellence in education.

Your key responsibilities as an Industry Member of the IQAC will include:

1. Participating in IQAC meetings, discussions, and assessments of institutional processes.
2. Providing industry insights and recommendations to align our academic programs and research activities with industry trends and demands.
3. Collaborating with other IQAC members, faculty, and staff to promote quality culture in the institution.
4. Reviewing and suggesting improvements in our quality assurance policies and practices.
5. Assisting in the preparation of the Self-Study Report for accreditation purposes, if applicable.

We are excited to have you on board, and we are confident that your expertise will significantly enhance our institution's commitment to quality assurance and continuous improvement.

Please confirm your acceptance of this appointment by signing and returning a copy of this letter to us at your earliest convenience.

We are looking forward to a productive association and your valuable contributions to the IQAC.

Once again, congratulations on your appointment, and thank you for your willingness to serve as an Industry Member.



Principal

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