

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 Datrang	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

The Principal,
MET SOA&ID,
Govardhan,
Nashik

S. V. M. M.

IQAC Coordinator
MET's School of Architecture
and Interior Design

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MET's School of Architecture
and Interior Design,
At Govardhan, Tal. & Dist.
Nashik - 422 222.

Date: 11/10/23

To,
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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**.

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Govardhan,
Nashik

S. K. Kulkarni

IQAC Coordinator
MET's School of Architecture
and Interior Design

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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.

IQAC
Coordinator

W.B. Bhat
IQAC Coordinator
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Director/Principal
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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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IQAC 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
1				
Curricular Aspects	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
2				
Teaching	2.1 Student Enrolment	Pritam Ahirrao	Suhas Datrang,	Yogesh Pawar

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

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

M. S. K.
IQAC Coordinator
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	Management and Resource Mobilization		Jotikaa Lakhani	
	6.5 Internal Quality Assurance System (IQAS)	Yakin Kinger	Manish Patil, Jotikaa Lakhani	Ritesh Gangurde
7.				
Institutional Values and Best Practices	7.1 Institutional Values and Social Responsibilities	Meghana Chandratre Yakin Kinger	Manish Patil, Jotikaa Lakhani	Kailash Mahale
Abhijit More, Vaibhav Abhang	7.2 Best Practices	Meghana Chandratre, Yakin Kinger	Abhijit More, Akshay Joshi	Kailash Mahale
	7.3 Institutional Distinctiveness	Meghana Chandratre, Yakin Kinger	Abhijit More, Akshay Joshi	Kailash Mahale

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Principal

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3	Vikram Chumbhale (VC)	
4	Hemant Malode (HM)	
5	Ritesh Gangurde (RG)	
6	Suyog Gorhe (SG)	
7	Abhijeet Joshi (AJ)	
Sr. No.	Library Staff	Signature with Date
1	Meghana Chandratre (MC)	
2	Kailash Mahale (KM)	
Sr. No.	B. Design Faculty	Signature with Date
1	Nishtha Karkhanis (NK)	
2	Suhas Datrang (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)	
Sr. No.	B. Architecture Faculty	Signature with Date
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, Gowardhan,
Nashik

Subject: Approval of Formulating **Internal Quality Assurance Cell** at MET College of Architecture and Interior Design, Gowardhan, 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

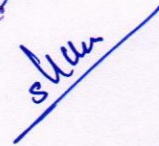
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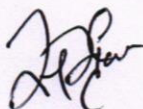
MINUTES OF MEETING

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.

IQAC
Coordinator

IQAC Coordinator
MET's School of Architecture



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Nashik - 422 222

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Date: 11/1/22

MINUTES OF MEETING

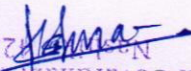
Agenda: Identifying potential chairperson and coordinator candidates.

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.



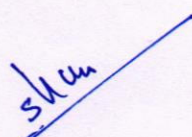
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PRINCIPAL
Date: _____
MET's School of Architecture
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Date: 29/7/23

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 2021-22**.

Ref No:

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

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12	Mr. Girish Bajaj	Student Representative

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MET's School of Architecture
& Interior Design
At. Govardhan, Tal. & Dist.
Nashik-422 222.

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

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IQAC Coordinator
MET's School of Architecture
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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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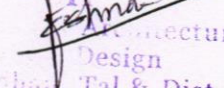
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MINUTES OF MEETING

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.

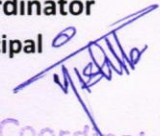


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IQAC
Coordinator
Principal

IQAC Coordinator
MET's School of Architecture



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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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IQAC
Coordinator
Principal

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To,

Ar. 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:

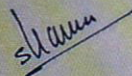
1. Participating in IQAC meetings, discussions, and assessments of institutional processes.
2. Providing industry insights and recommendations to align our academic programs and research activities with industry trends and demands.
3. Collaborating with other IQAC members, faculty, and staff to promote 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.

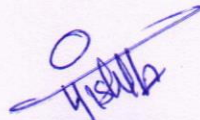
Once again, congratulations on your appointment, and thank you for your willingness to serve as an Industry Member.



Principal

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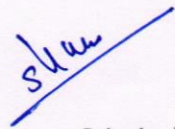
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