



**MARATHWADA MITRA MANDAL'S COLLEGE OF ARCHITECTURE**  
DECCAN, PUNE

IQAC Minutes of the Meeting(s) & Action Taken Reports: AY 2024-25

**IQAC 2<sup>nd</sup> Meeting: October 23, 2024**



**MARATHWADA MITRA MANDAL'S COLLEGE OF ARCHITECTURE, PUNE**

**ACADEMIC YEAR 2024-2025**

**Meeting of Internal Quality Assurance Cell (IQAC)**

The second meeting of the Internal Quality Assurance Cell (IQAC) at MMCOA for the academic year 2024-2025 will take place on October 23, 2024, at 10:00 a.m. in the Conference room on the first floor. All members are kindly requested to attend the meeting at a given time.

Day & Date of Meeting : Wednesday, October 23, 2024  
Time : 10.00 a.m.  
Venue : Conference Room, 1<sup>st</sup> Floor  
Marathwada Mitra Mandal's College of Architecture,  
302/A, Deccan Gymkhana,  
Pune- 411 004

**Agenda for Internal Quality Assurance Cell (IQAC) Meeting**

Sr. No.	Agenda Points
1.	To review and approve the minutes from the previous IQAC meeting held on July 13, 2024.
2.	To discuss the actions taken from the previous IQAC meeting held on July 13, 2024.
3.	To evaluate the preparedness for Annual Quality Assurance Report (AQAR) for the academic year 2023-24
4.	To evaluate the preparedness for Council of Architecture (CoA) Form Filling for the academic year 2023-24
5.	To assess the quality-related institutional processes for academic year 2024-25.
6.	To address any other matters with the Chair's permission.



Place : Pune -411004  
Date : 08/10/2024

Dr. Jyoti Jain Tholiya  
IQAC coordinator

Prof. Aniruddha Jogalekar  
Principal



**MARATHWADA MITRA MANDAL'S COLLEGE OF ARCHITECTURE, PUNE****ACADEMIC YEAR 2024-2025****Acknowledgment for Receipt of the  
Notice & Agenda of Internal Quality Assurance Cell (IQAC) Meeting**

Received Notice & Agenda of the Internal Quality Assurance Cell (IQAC) Meeting scheduled to be held on **Wednesday, Oct 23, 2024.**

Sr. No.	Name	Designation	IQAC Committee Designation	Signature
1.	Prof. Aniruddha Jogalekar	Principal, MMCOA	Chairperson	
2.	Prin. B. G. Jadhav	Executive President, MMM	Management Member	
3.	Mr. Kishor Mungale	Secretary, MMM	Management Member	
4.	Prof. Ravi Patwardhan	Design Chair, MMCOA	Expert Member	
5.	Prof. Shilpa Kshirsagar	Academic Coordinator, MMCOA	Teacher Member	
6.	Prof. Preeti Joglekar	Assistant Professor, MMCOA	Teacher Member	
7.	Prof. Prajakta Thamke	Assistant Professor, MMCOA	Teacher Member	
8.	Prof. Aparna Panganti	Assistant Professor, MMCOA	Teacher Member	
9.	Mr. Anil Gaikwad	Office Superintendent, MMCOA	Administration Member	
10.	Mrs. Dhanashree Ghare	Educational Psychologist	Local Society Nominee	
11.	Mr. Shreyans Umrani	President Student Council Representative, MMCOA	Student Nominee	
12.	Ar. Vinod Dusia	Alumnus/Practicing Architect	Alumni Nominee	
13.	Ar. Girish Doshi	Design Chair, MMCOA	Employer Nominee	
14.	Ar. Parag Deshpande	Practicing Architect (Industrialist)	Parent Nominee	
15.	Dr. Jyoti Jain Tholiya	Associate Professor, MMCOA	IQAC Coordinator	



**MARATHWADA MITRA MANDAL'S COLLEGE OF ARCHITECTURE, PUNE****ACADEMIC YEAR 2024-2025****Minutes of the Internal Quality Assurance Cell (IQAC) Meeting July 13, 2024**

The second meeting of the Internal Quality Assurance Cell (IQAC) of Marathwada Mitra Mandal's College of Architecture was held on Wednesday, Oct 23, 2024 in the Conference Room, 1<sup>st</sup> floor of Marathwada Mitra Mandal, 302/A, Deccan Gymkhana, Pune - 411004, to transact the business according to the previously circulated meeting notice and agenda dated 08/10/2024.

The following members were present for the meeting.

Sr. No.	Name	Designation	<b>IQAC Committee Designation</b>
1.	Prof. Aniruddha Jogalekar	Principal, MMCOA	Chairperson
2.	Prin. B. G. Jadhav	Executive President, MMM	Management Member
3.	Mr. Kishor Mungale	Secretary, MMM	Management Member
4.	Prof. Ravi Patwardhan	Design Chair, MMCOA	Expert Member
5.	Prof. Shilpa Kshirsagar	Academic Coordinator, MMCOA	Teacher Member
6.	Prof. Preeti Joglekar	Assistant Professor, MMCOA	Teacher Member
7.	Prof. Prajakta Thamke	Assistant Professor, MMCOA	Teacher Member
8.	Prof. Aparna Panganti	Assistant Professor, MMCOA	Teacher Member
9.	Mr. Anil Gaikwad	Office Superintendent, MMCOA	Administration Member
10.	Mrs. Dhanashree Ghare	Educational Psychologist	Local Society Nominee
11.	Mr. Shreyans Umrani	President Student Council Representative, MMCOA	Student Nominee
12.	Ar. Vinod Dusia	Alumnus/Practicing Architect	Alumni Nominee
13.	Ar. Girish Doshi	Design Chair, MMCOA	Employer Nominee
14.	Ar. Parag Deshpande	Practicing Architect (Industrialist)	Parent Nominee
15.	Dr. Jyoti Jain Tholiya	Associate Professor, MMCOA	IQAC Coordinator

The meeting was started under the Chair of Principal Prof. Aniruddha Jogalekar. Dr. Jyoti Jain Tholiya, the IQAC coordinator, welcomed all the honorable members of the IQAC present at the meeting.





The following businesses were transacted in the meeting.

**Subject No.1**

To review and approve the minutes of the previous IQAC meeting held on July 13, 2024.

**Resolution No.1**

The minutes of the previous IQAC meeting held on 13.07.2024, were already circulated to all committee members. The minutes of the meeting were read by the Principal and Chairperson of IQAC, Prof. Aniruddha Jogalekar.

*"Resolved that the minutes of the previous meeting of 13.07.2024 as circulated to the members were read and confirmed."*

Proposed by : Prof. Aniruddha Jogalekar

Seconded by : Shri. K. H. Mungale

*Resolution passed unanimously.*

**Subject No.2.**

To discuss the actions taken from the previous IQAC meeting held on July 13, 2024.

**Resolution No.2**

The action taken report of the previous IQAC Committee Meeting held on 13.07.2024 was read by the Principal and Chairperson of IQAC, Prof. Aniruddha Jogalekar. The action taken report was noted and approved by the Committee.

*"Resolved that the action taken report of the previous meeting held on 13.07.2024 were read and approved."*

Proposed by : Prof. Aniruddha Jogalekar

Seconded by : Shri. K. H. Mungale

*Resolution passed unanimously.*

**Subject No.3**

To evaluate the preparedness for Annual Quality Assurance Report (AQAR) for the academic year 2023-24.

**Resolution No.3**

Dr. Jyoti Jain Tholiya, the IQAC coordinator, reviewed the current status of AQAR compilation and assessed the progress on data uploading across all seven criteria. Also, established internal deadlines for pending criteria wise submissions. Assigned Criteria heads for cross-verification and quality check of data entries.

Proposed by : Dr. Jyoti Jain Tholiya

Seconded by : Prof. Aniruddha Jogalekar

*Resolution passed unanimously.*





**Subject No.4**

To evaluate the preparedness for Council of Architecture (CoA) Form Filling for the academic year 2023-24.

**Resolution No.4**

Prof. Shilpa Kshirsagar, the academic Coordinator, discussed the documentation process for CoA form filling. Other members reviewed the requirements including faculty data, student enrollment, infrastructure details, and academic records. The timeline for submission was discussed, and roles were assigned for gathering and verifying data.

Proposed by : Prof. Shilpa Kshirsagar  
Seconded by : Prof. Aniruddha Jogalekar

***Resolution passed unanimously.***

**Subject No.5**

To assess the quality-related institutional processes for academic year 2024-25.

**Resolution No.5**

Dr. Jyoti Jain Tholiya, the IQAC coordinator, assessed the current status of various committee and portfolio and discussed the planning of various functional activities:


- MoUs and Collaborations:
  - Identify potential academic and industry partners for upcoming collaborations.
  - Review ongoing MoUs and their outcomes.
- Placement Activities – UDAYAN 2024:
  - Plan and schedule placement-related events and training for 4th and 5th year students.
  - Coordinate with the placement cell and industry contacts for participation.
- Examinations & Remedial Classes:
  - Identify students needing academic support and create a remedial teaching schedule.
  - Assign faculty mentors accordingly.
  - Finalize examination dates in coordination with university timelines.

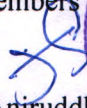
Proposed by : Dr. Jyoti Jain Tholiya  
Seconded by : Prof. Aniruddha Jogalekar

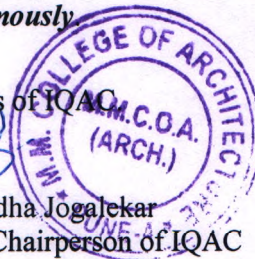
***Resolution passed unanimously.***

The IQAC Meeting was concluded with thanks to the Chair and all the members of IQAC.

Place : Pune -411004  
Date : 23/10/2024

  
Dr. Jyoti Jain Tholiya  
IQAC coordinator

  
Prof. Aniruddha Jogalekar  
Principal & Chairperson of IQAC





**MARATHWADA MITRA MANDAL'S COLLEGE OF ARCHITECTURE, PUNE****ACADEMIC YEAR 2024-2025****Internal Quality Assurance Cell (IQAC) Meeting Attendance Sheet**

The second Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2024-2025 was held on Wednesday, Oct 23, 2024, in the Conference Room, 1st floor, MMCOA at 10.00 a.m.

The following members were present for the meeting.

Sr. No.	Name	Designation	IQAC Committee Designation	Signature
1.	Prof. Aniruddha Joglekar	Principal, MMCOA	Chairperson	
2.	Prin. B. G. Jadhav	Executive President, MMM	Management Member	
3.	Mr. Kishor Mungale	Secretary, MMM	Management Member	
4.	Prof. Ravi Patwardhan	Design Chair, MMCOA	Expert Member	
5.	Prof. Shilpa Kshirsagar	Academic Coordinator, MMCOA	Teacher Member	
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13.	Ar. Girish Doshi	Design Chair, MMCOA	Employer Nominee	
14.	Ar. Parag Deshpande	Practicing Architect (Industrialist)	Parent Nominee	
15.	Dr. Jyoti Jain Tholiya	Associate Professor, MMCOA	IQAC Coordinator	



**Action Taken Report of IQAC Meeting held on Oct 23, 2024**

<b>Sr. No.</b>	<b>Minutes Discussed</b>	<b>The recommendations by the IQAC committee</b>	<b>Action Taken</b>
1.	Review and approval of previous meeting minutes.	The minutes of the previous IQAC meeting held on 13.07.2024, were already circulated to all committee members.	The IQAC Coordinator finalized and archived the approved minutes of the IQAC meeting held on 13.07.2024.
2.	Action Taken Report (ATR) discussion	The action taken report of the previous IQAC Committee Meeting held on 13.07.2024 was read by the Principal and Chairperson of IQAC, Prof. Aniruddha Jogalekar.	The IQAC Coordinator maintained and documented actions taken for all previous resolutions and shared with all committee members.
3.	Evaluation of AQAR 2023-24 Preparation	The IQAC Coordinator reviewed the current status of AQAR preparation. All the criteria heads were reminded of submission deadlines and formatting guidelines. A mid-review was scheduled for 3 weeks.	<p>All criteria heads initiated data uploading to the institutional repository.</p> <p>IQAC Coordinator assessed the progress on data uploading across all seven criteria. Also, established internal deadlines for pending criteria wise submissions. Assigned Criteria heads for cross-verification and quality check of data entries.</p> <p>The AQAR 2023-24 was successfully submitted before the deadline i.e. Dec 31, 2024.</p>
4.	Evaluation of AQAR 2023-24 Council of Architecture (CoA) Form Filling Preparation	The academic Coordinator, discussed the documentation process for CoA form filling. Coordinators were recommended to review the requirements including faculty data, student enrollment, infrastructure details, and academic records.	The academic Coordinator, discussed the timeline for submission and roles were assigned for gathering and verifying data. Faculty, student, and other academic and administration related data were compiled and submitted ontime.





**MARATHWADA MITRA MANDAL'S COLLEGE OF ARCHITECTURE, PUNE**

**ACADEMIC YEAR 2024-2025**

5.	Assessment the quality-related institutional processes for academic year 2024-25.	IQAC coordinator, recommended various committee and portfolio heads to share the planning of various functional activities.	All the committee and portfolio heads submitted the proposals including MoUs and Collaborations, Placement Activities – UDAYAN 2024, FDPs, SDPs, SAMWAD and FOUNTAINHEAD sessions, Research Cell: Seminar, workshop and conference and Examinations & Remedial Classes.
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Dr. Jyoti Jain Tholiya  
IQAC coordinator



Ar. Aniruddha Jogalekar  
Principal & Chairperson of IQAC