

**Institute of Architecture and Planning  
Nirma University**

**Minutes of the IQAC (I) Meeting**

Date : 25<sup>th</sup> September 2020

Day: Friday

Venue: Conference room – C Block

IQAC(I) meeting was held on 08/07/2020. Following members were present:

Prof. Utpal Sharma, Chairman-IQACI  
Prof. Vibha Gajjar, Co-ordinator – IQACI  
Prof. Jaydeep Bhagat, Member - IQACI  
Prof. Jitendra Menghani, Member - IQACI  
Prof. Aparna, Member - IQACI  
Prof. Ratnil Shrivastava, Member - IQACI

The Chairman welcomed all the members, thereafter the agenda of the meeting was taken for discussion and consideration:

Item No: 1      Urgent requirement of NAAC related data for all the criteria

**Discussion:**

This meeting was conducted on an urgent basis and included discussion on further course of action, data required, and remaining activities related to NAAC

Item No. 2      Status report of various criteria and further action plan

**Discussion:**

Prof. Utpal sharma, Director of Institute addressed the faculty members to collect and complete the data of all the criteria related to NAAC. Each team coordinators updated regarding data collection and remaining task in criteria allotted to each team. He also shared the urgency to work and shared the evaluation summary sheet of Institute for NAAC.

Item No: 3      Data collection of Criteria I

**Resolution:**

The courses under the Criteria 1 drive was shared to all the members. Prof Sneha and Prof Rahul presented the criteria 1.1.2 and 1.2.2 , Prof. Jitesh and Prof. Ratnil presented 1.1.3 ,Prof. Foram presented the criteria 1.4.1and 1.4.2.The admin staff member Bhadreshbhai compiled the data of Value added course and it was resolved to upload all the required dat and document on NAAC drive before deadline.

Item No. 4 Status of Research portal of faculty members

**Discussion:**

In the discussion regarding Research and Data Management faculties were requested to fill in their data of their research in the portal. For faculties that are not associated with the institute now, data related to their research during their tenure in the institute also needed to be filled and checked.

Item No. 5 Data sharing of Criteria I

**Discussion:**

Prof. Vibha Gajjar and Prof. Ratnil along with other team members provided the information regarding progress on criteria I and updation required to be collected and shared to the University in common drive. Also, shared the data collection method and required documents related to criteria I.

Item No. 6 Awards /recognition for extension activities

**Discussion:**

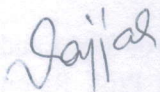
Prof. Jitendra and Prof. Sujana Umaraniya raised the queries related to criteria III data collection and document requirement in the consideration and elimination of Awards. It was decided to take such queries to ADR cell or university IQAC coordinator for clarification.

Item No.7 Data management of all the documents in Drive and shared folders

**Resolution:**

The meeting concluded with a request from Prof. Vibha Gajjar to generate all the data and documents in various criteria and share with the faculties so that the data can be verified and added by all the concerned faculties. Also the data in various categories to be organised in common drive and in one folder for easy access.

The meeting ended with a vote of thanks to the chair.



Vibha Gajjar  
IQAC (I) Coordinator  
Institute of Architecture & Planning

## Institute of Architecture and Planning Nirma University

### Minutes of the IQAC (I) Meeting

Date : 8<sup>th</sup> July 2020

Day: Wednesday

Venue: Conference room – C Block

IQAC(I) meeting was held on 08/07/2020. Following members were present:

Prof. Utpal Sharma, Chairman-IQACI

Shri. B.J. Patel, Sr. Administrative Officer – IQACI

Prof. Vibha Gajjar, Co-ordinator – IQACI

Prof. Jaydeep Bhagat, Member - IQACI

Prof. Jitendra Menghani, Member - IQACI

Dr. Aparna, Member - IQACI

Prof. Ratnil Shrivastava, Member - IQACI

The Chairman welcomed all the members, thereafter the agenda of the meeting was taken for discussion and consideration:

Item No: 1	Progress on NAAC data and Data collection for various criteria
	<b><u>Discussion:</u></b> The meeting was commenced by Prof. Vibha Gajjar for verification of the submission related NAAC Criteria 1 and 3.
Item No: 2	Data collection of Criteria I
	<b><u>Resolution:</u></b> The courses under the Criteria 1 was displayed through projector including courses running from 1 <sup>st</sup> July 2015 to 30 <sup>th</sup> June 2020. Two faculties - one from Architecture - Prof. Sneha Ramani and one from Planning Prof. Rahul Shukla were requested for course verification using the reports of the courses along with Bhadreshbhai from Exam cell. All the members working on TES were told to prepare the required data files required for NAAC
Item No. 3	Feedback on Curriculum and infrastructure facility
	<b><u>Discussion:</u></b> In the discussion related to the Feedback data, Prof. Vibha Gajjar asked the faculties that the feedback that has been generated needs to be put into the required format. There was a concern from the participants of the meeting that the format need to be shared earlier when the data is generated. The format of the feedback was introduced and the method by which the supporting documents that need to be uploaded were also shown. Prof. Forum Bhavsar, Prof. Swati Kothary and other faculties involved in the gathering and compilation of the Feedback forms were requested to work on the same

Item No. 4	Status of Research portal of faculty members
	<b><u>Discussion:</u></b> In the discussion regarding Research and Data Management faculties were requested to fill in their data of their research in the portal. For faculties that are not associated with the institute now, data related to their research during their tenure in the institute also needed to be filled and checked.
Item No. 5	Status of seminar/workshop/guest lecture
	<b><u>Discussion:</u></b> In discussion related to Workshops / Seminars the participants of the meeting felt that many of the workshops conducted in the past 5 years were not included in the data. Prof. Prachi Patel was requested to generate an excel report file of the same so that it can be rechecked, verified and the missing data can be added.
Item No. 6	Awards /recognition for extension activities
	<b><u>Discussion:</u></b> In the discussion related to No. of awards / recognition for extension activities, Prof. Jitendra Menghani and his team was requested to add the acknowledgement letter received from the various extension activities conducted in their village. Prof. Sujan was requested to prepare the list of Awards at national and international level
Item No.7	Data management of all the documents in Drive and shared folders
	<b><u>Resolution:</u></b> The meeting concluded with a request from Prof. Vibha Gajjar to generate excel reports for each part of the criteria and share with the faculties over mail so that the data can be verified and added by all the concerned faculties. Also the data in various categories to be organised in common drive and in one folder for easy access.

The meeting ended with a vote of thanks to the chair.

Vibha Gajjar  
IQAC (I) Coordinator  
Institute of Architecture & Planning

**Nirma University**  
**Institute of Architecture and Planning**

**Minutes of the IQAC(I) Meeting**

IQAC(I) meeting was held on 22.06.2020. Following members were present:

Prof.Utpal Sharma, Chair IQACI

Prof.B.J.Patel, Member, IQACI

Prof.Pratima Singh, IQACI coordinator

Prof.Dhaval Chauhan

Prof.Ratnil Shrivastava

Item No.1: To discuss about anti-ragging measures taken by institute.

It was discussed that the Anti-ragging measures report has been prepared. There has been no incidence of Ragging at IAP.

Item No. 2: To discuss about peer-faculty observation.

It was discussed that peer faculty observation were being conducted upto March 13, 2020 after which there were no face to face classes were held and subsequently the classes were held online on Google Meet platform, use of platforms such as Concept board was also done.

Item No. 3: To discuss about RSPs to be conducted in July 2020.

It was discussed that due to COVID 19 Pandemic, the conduction of RSPs during July 2020 has been put on hold. Based upon the situation, the decision on conduction of RSP during December would be taken at a later date.

Item No.4: To discuss about progress on efforts for collaborations with other institutions.

It was discussed that progress is being made with respect to the MOUs signed. Chair IQACI was supposed to go to Athens in May 2020 (supported by Erasmus funding), however due to COVID 19 situation he was unable to go.

Item No. 5: To discuss about research at Institute.

It was discussed that one more minor research project have been sanctioned.

Item No. 6: To discuss about preparation for Integrated M.Plan programme.

It was discussed that from academic year 2020-2021 5 year Integrated B.Plan-M.Plan programme is to commence for which efforts (such as poster preparation for electronic dissemination, open house, etc.) for sharing about the programme to potential candidates would have to be made by the institute.

Item No. 7: To discuss about admissions.

It was discussed that the dates for NATA exam are not as per schedule of previous years and that first year admissions for B.Arch programme would be delayed. Also it was mentioned that the orientation programme would be held online due to COVID 19 situation.

Item No. 8: To discuss about Research Workshop for Faculty Development.  
Chair IQAC(I) informed that the Faculty Development programme would have to be postponed due to COVID 19 situation.

No. 9: To discuss any other matter with the permission of the chair.

Chair IQACI mentioned that next semester will be online due to COVID-19 situation and that all faculty should be prepared for conduction of classes online.

The meeting ended with a vote of thanks from the Chair.



Pratima Singh  
IQAC (I) Coordinator  
Institute of Architecture and Planning

**Nirma University**  
**Institute of Architecture and Planning**

**Minutes of the IQAC(I) Meeting**

IQAC(I) meeting was held on 20.03.2020. Following members were present:

Prof.Utpal Sharma, Chair IQACI

Prof.B.J.Patel, Member, IQACI

Prof.Pratima Singh, IQACI coordinator

Prof.Dhaval Chauhan

Prof.Ratnil Shrivastava

Item No.1: To discuss about anti-ragging measures taken by institute.

It was discussed that Anti-ragging measures are being followed. There has been no incidence of Ragging at IAP.

Item No. 2: To discuss about peer-faculty observation.

It was discussed that peer faculty observation are being conducted as per the schedule prepared.

Item No. 3: To discuss about RSPs to be conducted in July 2020.

It was discussed that the decision for RSPs to be conducted in July 2020 and the place for conduction of the RSPs would be taken subsequently as a consequence of the ongoing situation due to COVID-19. Earlier in the month there were suggestions made by faculty members for conducting RSPs in various places across India. It was also discussed that the RSPs would be held within India and not out of India.

Item No.4: To discuss about progress on efforts for collaborations with other institutions.

It was discussed that progress is being made with respect to the MOUs signed.

Item No. 5: To discuss about research at Institute.

It was discussed that the institute has 2 ongoing research projects; 1 minor research Projects and 1 major research Project. One more minor research project has been approved by Nirma University and Prof.Ankit Kumar and Prof.Prachi Patel would be conducting it.

Item No. 6: To discuss about preparation for Integrated M.Plan programme.

It was discussed that the Adhoc Board of Studies has approved the subject and credits for the Integrated M.Plan programme. Further discussion and finalization of the subjects is being carried out by faculty members involved in the teaching-learning of B.Plan programe.

Item No. 7:To discuss about admissions.

It was decided to discuss about admissions at a later date.

Item No. 8: To discuss about Research Workshop for Faculty Development.  
Chair IQAC(I) informed that the Faculty Development programme would be held during summer vacation in 2020.

Item No. 9: To discuss any other matter with the permission of the chair.  
Chair IQAC(I) mentioned that it would be desirable to allow faculty to work from home given the current situation due to COVID-19.

The meeting ended with a vote of thanks from the Chair.



Pratima Singh  
IQAC (I) Coordinator  
Institute of Architecture and Planning



**Nirma University**  
**Institute of Architecture and Planning**

**Minutes of the IQAC(I) Meeting**

IQAC(I) meeting was held on 22.02.2020. Following members were present:

Prof.Utpal Sharma, Chair IQACI

Prof.B.J.Patel, Member, IQACI

Prof.Pratima Singh, IQACI coordinator

Prof.Dhaval Chauhan

Prof.Ratnil Shrivastava

Item No.1: To discuss about anti-ragging measures taken by institute.

It was discussed that Anti-ragging measures are being followed. There has been no incidence of Ragging at IAP.

Item No. 2: To discuss about peer-faculty observation schedule.

It was discussed that peer faculty observation are being conducted as per the schedule prepared.

Item No. 3: To discuss about RSPs to be conducted in July 2020.

It was discussed that RSPs would be conducted in India and abroad based upon the various places suggested and decided upon.

Item No.4: To discuss about progress on efforts for collaborations with other institutions.

It was discussed that progress is being made with respect to the MOUs signed. Discussions are ongoing with University of Nebraska – Lincoln regarding MOU signing with IAP (Architecture).

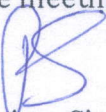
Item No. 5: To discuss about research at Institute.

It was discussed that faculty members undertake research projects for which more efforts should be made.

Item No. 6: To discuss about Faculty Development Programme.

Chair IQAC(I) informed that the Faculty Development programme would be held during summer vacation in 2020.

The meeting ended with a vote of thanks from the Chair.



Pratima Singh

IQAC (I) Coordinator

Institute of Architecture and Planning



**Nirma University**  
**Institute of Architecture and Planning**

**Minutes of the IQAC(I) Meeting**

IQAC(I) meeting was held on 22.01.2020. Following members were present:

Prof.Utpal Sharma, Chair IQACI

Prof.B.J.Patel, Member, IQACI

Prof.Pratima Singh, IQACI coordinator

Prof.Dhaval Chauhan

Prof.Ratnil Shrivastava

Item No.1: To discuss about anti-ragging measures taken by institute.

It was discussed that Anti-ragging measures are being followed. There has been no incidence of Ragging at IAP.

Item No. 2: To discuss about peer-faculty observation schedule.

It was discussed that peer faculty observation have been conducted as per the schedule prepared.

Item No. 3: To discuss about RSP conducted in December 2019 and January 2020.

It was discussed that RSPs was conducted in Ahmedabad during December 2019 and January 2020.

Item No.4: To discuss about progress on efforts for collaborations with other institutions.

It was discussed that progress is being made with respect to the MOUs signed.

Item No. 5: To discuss about research at Institute.

It was discussed that faculty members are finalizing their research proposal for submission to Nirma University.

Item No. 6: To discuss about Faculty Development Programme.

Chair IQAC(I) informed that the Faculty Development programme would be held during summer vacation in 2020.

The meeting ended with a vote of thanks from the Chair.



Pratima Singh

IQAC (I) Coordinator

Institute of Architecture and Planning



**Nirma University**  
**Institute of Architecture and Planning**

**Minutes of the IQAC(I) Meeting**

IQAC(I) meeting was held on 21.11.2019. Following members were present:

Prof.Utpal Sharma, Chair IQACI

Prof.B.J.Patel, Member, IQACI

Prof.Pratima Singh, IQACI coordinator

Prof.Dhaval Chauhan

Prof.Ratnil Shrivastava

Item No.1: To discuss about anti-ragging measures taken by institute.

It was discussed that Anti-ragging measures are being followed. There has been no incidence of Ragging at IAP.

Item No. 2: To discuss about peer-faculty observation schedule.

It was discussed that peer faculty observation have been conducted as per the schedule prepared.

Item No. 3: To discuss about RSPs to be conducted in December 2019 and January 2020.

It was discussed that RSPs would be conducted in Ahmedabad during December 2019 and beginning of January 2020.

Item No.4: To discuss about progress on efforts for collaborations with other institutions.

It was discussed that progress is being made with respect to the MOUs signed.

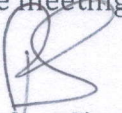
Item No. 5: To discuss about research at Institute.

It was discussed that the institute has 3 ongoing research projects; 2 minor research Projects and 1 major research Project. It was discussed that faculty members are writing research proposals for conducting minor research project.

Item No. 6: To discuss about Faculty Development Programme.

Chair IQAC(I) informed that the Faculty Development programme would be held during summer vacation in 2020.

The meeting ended with a vote of thanks from the Chair.

  
Pratima Singh

IQAC (I) Coordinator

Institute of Architecture and Planning



**Nirma University**  
**Institute of Architecture and Planning**

**Minutes of the IQAC(I) Meeting**

IQAC(I) meeting was held on 21.09.2019. Following members were present:  
Prof.Utpal Sharma, Chair IQACI  
Prof.B.J.Patel, Member, IQACI  
Prof.Pratima Singh, IQACI coordinator  
Prof.Dhaval Chauhan  
Prof.Ratnil Shrivastava

Item No.1: To discuss about anti-ragging measures taken by institute.  
It was discussed that Anti-ragging measures are being followed. There has been no incidence of Ragging at IAP.

Item No. 2: To discuss about peer-faculty observation schedule.  
It was discussed that peer faculty observation is being conducted as per the schedule prepared.


Item No. 3: To discuss about RSPs to be conducted in December 2019 and January 2020.  
It was discussed that RSPs would be conducted in Ahmedabad during December 2019 and January 2020.

Item No.4: To discuss about progress on efforts for collaborations with other institutions.  
It was discussed that progress is being made with respect to the MOUs signed.

Item No. 5: To discuss about research at Institute.  
It was discussed that the institute has 3 ongoing research projects; 3 minor research Projects and 1 major research Project. Chair IQAC(I) mentioned that faculty members need to take up research projects.

Item No. 6: To discuss about Faculty Development Programme.  
Chair IQAC(I) informed that the Faculty Development programme would be held during summer vacation in 2020.

The meeting ended with a vote of thanks from the Chair.

  
Pratima Singh  
IQAC (I) Coordinator  
Institute of Architecture and Planning





**Nirma University**  
**Institute of Architecture and Planning**

**Minutes of the IQAC(I) Meeting**

IQAC(I) meeting was held on 20.08.2019. Following members were present:

Prof.Utpal Sharma, Chair IQACI

Prof.B.J.Patel, Member, IQACI

Prof.Pratima Singh, IQACI coordinator

Prof.Dhaval Chauhan

Prof.Ratnil Shrivastava

Item No.1: To discuss about anti-ragging measures taken by institute.

All necessary anti-ragging measures have been taken by the institute. Anti-ragging posters have been put up at prominent locations and anti-ragging institute level statutory committee has been formed and the meeting has been held. The anti ragging cell and anti ragging squad has also been formed. The Anti-ragging measures are being followed at IAP. Also, during the orientation programme of the incoming batch (for academic year 2019-2020), the necessary steps would be taken such as screening of anti-ragging films, a lecture on the Anti-Ragging Measures at IAP during the orientation programme.

Item No. 2: To discuss about peer-faculty observation schedule.

It was discussed that the peer faculty observation schedule has been prepared and circulated.

Item No. 3: To discuss about RSPs to be conducted in December 2019 and January 2020.

It was discussed that RSPs would be conducted in Ahmedabad during December 2019 and January 2020.

Item No.4: To discuss about progress on efforts for collaborations with other institutions.

It was discussed that efforts are ongoing with respect to the MOUs signed.

Item No. 5: To discuss about research at Institute.

It was discussed that the institute has 3 ongoing research projects; 3 minor research Projects and 1 major research Project.

Item No. 6: To discuss about preparation for orientation programme.

It was discussed that preparations for orientation programme are ongoing and the orientation programme will be held during August 20 to August 23, 2019.

Item No. 7: To discuss about admissions.

It was discussed that admissions have been completed for B.Arch.

Item No. 8: To discuss about Research Workshop for Faculty Development.

It was discussed that research workshop would be conducted under faculty development during the current academic year.

Item No.9: To discuss the AQAR IQACI for IAP and Annual Plan for 2019-2020. The AQAR for the year 2018-2019 was discussed and also the Annual Plan of IQACI for the year 2019-2020 was also discussed.

The meeting ended with a vote of thanks from the chair.



Pratima Singh  
IQAC (I) Coordinator  
Institute of Architecture and Planning