

MKSSS's BHANUBEN NANAVATI COLLEGE OF ARCHITECTURE FOR WOMEN, PUNE

Roles of Faculty Members for Various Designations

The hierarchy of roles is envisaged as under to ensure the smooth functioning of the teaching-learning process for each division:

Level 3: HoD of the Division

Level 4: Subject Co-ordinators (one per subject/ group of subjects across all divisions)

Level 5: Class Teachers (one per class/ one per two classes for Final Year B.Arch)

Level 6: Subject Teachers (as per norms)

Roles:

Roles of each post will be similar to all divisions of B.Arch (including the newly created Final Year Division).

The roles are described in short as follows:

HoD of Division

1. Overall academic and administrative decision making and implementation for the Division in co-ordination with the Academic Co-ordinator.
2. Ensuring smooth conduct of all activities, subjects, and syllabus in co-ordination with subject co-ordinators.
3. Addressing any problems of the students beyond the ambit of subject teachers/ subject co-ordinators.
4. Addressing any issues that the faculty team may have or bringing the same to the notice of the Academic Co-ordinator
5. All other roles as defined in the BNCA document of HoD's roles.

Subject Co-ordinators

1. Annual planning of the subject in co-ordination with subject teacher (guides- in case of Final Year)
2. Taking review intermittently of the progress of the subject and students and any issues faced by faculty or students.
3. Ensuring completion of the syllabus.
4. Planning any activities/ lectures, etc. for the value addition of the subject across all divisions.
5. Co-ordination of work load, schedules for common activities, exam preparedness, etc.
6. **Specific Responsibilities of the Final Year Architectural Project Co-ordinator**
 - Design and implement a choice-based guide selection system. Make final allotments in the spirit of the students' choices.
 - Design a content delivery and periodic guidance and evaluation system in co-ordination with the guides.

- Preparation of the submission and review schedule, arranging intermittent juries, taking an overall progress review of the full batch.
- Co-ordination of the exam related activities. Overseeing the overall exam process for the subject.
- Address any issues that the subject teachers or students may have or bring them to the notice of the Academic Co-ordinator as required.

7. Specific Responsibilities of the Final Year Elective Co-ordinator

- Design and implement a choice based elective selection system. Make final batches of students per elective as per the students' choices.
- Co-ordinate with the subject teachers about the content of the electives and the end deliverables and ensure that they are in accordance with the syllabus intent.
- Take progressive review of the classes and students' work.
- Co-ordination of the exam related activities. Overseeing the overall exam process for the subject.
- Address any issues that the subject teachers or students may have or bring them to the notice of the Academic Co-ordinator as required.

8. Specific Responsibilities of the Final Year Professional Practice Co-ordinator

- Orientation of students for PP intent, content, and selection of offices
- Maintaining a database of recommended offices for students
- Issuing introduction letters to students for submission to offices or other required correspondence
- Preparing and issuing to students a work diary/ log book/ any other record as required by the University
- Ensuring placement of all BNCA students by helping students in their applications/ resolving any issues they may face.
- Keeping a record of each year's placement
- Co-ordination for exams with the help of exam dept.
- Addressing any issues as may arise during the course of a student's internship and bring it to the notice of the Academic Co-ordinator if need be.

Class Teacher

1. Parental role to the students of their class- establishing a good rapport with the students, ensuring their smooth learning experience, addressing any academic/ personal issues those might be bothering them affecting their learning process, directing them to different resources who may guide and help them for their college-related work.
2. Co-ordinating with subject teachers wrt work schedules prepared by them so as to ensure minimum overlaps, work overloads, etc.
3. Acting as a link between the college authorities like Principal, Admin, Academic Co-ordinator, HODs, etc. and the students wrt messages, notices, surveys, non subject-specific college activities, etc.

4. Collating attendance records from subject teachers and co-ordination with the administration for defaulter notifications.
5. Acting as one-point contact for parents and directing them to concerned persons in college to address their issues.
6. Ensuring delivery of relevant students' records like previous marks, ATKT, year down students to the subject teachers and helping subject teachers reach such students as the need may be.
7. Class teachers are not expected to undertake any subject specific work but rather look at the overall smooth functioning of the class across all subjects.

Faculty for Final Year B.Arch 2020-21

HoD of the Division: Prof Mahesh Bangad

Subject Co-ordinators:

Architectural Project: Dr Abhay Pawar

Electives: Prof Dharati Sote

Professional Practice: Prof Sourabh Marathe

Class Teachers:

Div A and B: Prof Amruta Barve

Div C and D: Prof Madhuri Zite





MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
AFFILIATED TO UNIVERSITY OF PUNE, AFFILIATION NO.: PU/PN/ARCH/109/94



DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

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UNAI: MEMBER
UNITED NATIONS
ACADEMIC IMPACT

College Development Committee
2021-2025

Sr.No.	Member Name	Designation
1	Ar. Mohana Kadam	Chairperson of the meeting
2	Shri. Ravindra Gajanan Deo	Local Member
3	Shri. Jayant Inamdar	Local Member
4	Mr.Kiran Barate	Local Member
5	Dr. PVS Shastry	Secretary of the Management
6	Dr. Anurag Kashyap	Principal
7	Dr. Sharvey Dhongde	Coordinator (IQAC)
8	Dr. Sujata Karve	Head of Department
9	Prof. Vaishali Anagal	Women Teachers
10	Prof. Kavita Murugkar	Teachers
11	Dr. Chetan Sahasrabudhe	Teachers
12	Ar. Mahesh Bangad	Teachers
13	Ms.Jui Tawade	Local Member
14	Ms.Reema Salunke	President of College Students Council
15	Ms.Divya Saboo	Secretary of College Students Council
16	Ms.Isha Nagar	Secretary of College Students Council
17	Ms.Shreya Joshi	Secretary of College Students Council
18	Ms.Sharayu Kale	Secretary of College Students Council
19	Mr. Amol Hinge	Non-teaching
20	Mrs.Shilpa Pathak	Non-teaching

Dr.Anurag Kashyap

Principal




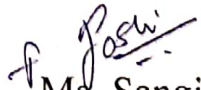
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UNITED NATIONS
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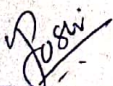
FOR WOMEN
BNCA College Campus,
Karve Nagar, Pune - 411052,
www.bnca.ac.in
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Email-mail@bnca.ac.in

List of the CDC Members (2015-2020)

Sr. No	Present Name	Position / Company
1	Ar. Mohana Kadam	Chairman
2	Mr. Pramod Gorhe	Member
3	Mr. Jayant Inamdar	Member
4	Mr. Vilas Potdar	Member
5	Dr. P V S Shastry	Secretary of MKSSS
6	Dr. Anurag Kashyap	Principal
7	Dr. Shubhada Kamlapurkar	Professor
8	Dr. Sharvey Dhongade	Professor
9	Dr. Sujata Karve	Professor
10	Ar. Shruti Joshi	Professor
11	Mr. Amol Hinge	A.A.O
12	Mr. Sanjay Danao	A.A.O
13	Ms. Mrudulagauri Joshi	Accountant
14	Mr. Kiran Nichale	CAID HOD


Dr. Anurag Kashyap
Principal


Ms. Sangita Mohokar
Convenor



BNCA PORTFOLIOS - 2020 -21 (B ARCH, M ARCH, PHD)

NO.	PORTFOLIO NAME	FACULTY INCHARGE	ADMIN INCHARGE	SUPPORTING FACULTY TEAM	STUDENTS TEAM
I ACADEMIC PORTFOLIOS					
1	Academic coordinator	Dr. Sharvey Dhongde	Amol Hinge, Mrudulagau	Vaishali Anagal	CRs of all classes
2	Design Head	Dr. Sharvey Dhongde	N/A	Chetan Sahasrabudhe	N/A
3	Archineering Head	Poorva Kulkarni		Dr.Meera Shirolkar Jayant Patwardhan Smita Ogale	Shreya Joshi , Keya Jan Anuja Ningune, Nikita Navak
4	Building Services Head	Rahul Chutake		Jayant Patwardhan	
5	Humanities Head	Shruti Joshi	N/A	Saurabh Marathe	
6	Skill related subjects	Dr. Meera Shirolkar		Deva Prasad	
7	Miscellaneous Subjects	Dharati Sote	Exam Department	Teachers	N/A
8	Thesis - Dissertation	Dr.Abhay Pawar		Trivedi, Mentors and Guides	CR's of 5th year classes
II ACADEMIC ADMINISTRATION					
1	B. Arch - Head of Department				
a	Div A	Dr. Abhay Pawar	Sangeeta Mohokar		
b	Div B	Dhruv Chandwania	Sangeeta Mohokar		
c	Div C	Prakash Joshi	Sangeeta Mohokar		
d	Div D	Dr. Sanjeevani Pendse	Sangeeta Mohokar		
e	Final Year B. Arch (A, B, C, D)	Mahesh Bangad	Sangeeta Mohokar		
f.	Academic Admin Coordination	Vaishali Anagal	Amol Hinge, Suraj Davale	Sujata Karve, Sharvey Dhongde, Dhruv Chandwania	interface. Work will happen through HOD+ Class Teachers structure
2	Year wise Coordinators				
a	First Year Coordinator	Sayali Andhare	Archana Paranjape		

b	Second Year Coordinator	Shweta Gade	Ramesh Kandhare	Teachers	CRs of all classes
c	Third Year Coordinator	Madhuri Zite	Harshada Gadgil		
d	Fourth Year Coordinator	Smita Ogale	Tejaswini Joshi	Teachers	CRs of all classes
3	M.Arch - Head of Department				
a	Environmental Architecture	Dr. Sujata Karve		Prajakta Kulkarni	
b	Landscape Architecture	Dr. Swati Sahasrabudhe	Joshi, Manjusha Dukhane, Ravi Sutar,	Anupama K, Neha K	CRs of all classes
c	Digital Architecture	Sardeshpande			
4	Ph.D Coordinator	Dr. Vasudha Gokhale	Tejaswini Joshi	Sanjeevani Pendse, Dr. Neeti Trivedi	
5	CAID Coordinator	Shinde	Ramesh Kandhare	Sarabjit	All CR+G sec.
6	Exam Coordinator	Shinde	Sangeeta Mohokar		
7	BNCA Resource Centre Coordinator	Prakash Joshi	Mrudula Joshi		
		Prajakta Kulkarni (EA)	Mrudula Joshi	NA	Research Assistants on pro
8	Short term certificate courses Coordinator (offline)	Dr. Neeti Trivedi	Sangita Mohokar and Archana Paranjape	(Advisor) Amruta Barve Shruti Ramteerthkar	4 coordinators each from 3rd and 4th year.
9	Data Collection and Management	Dr. Sujata Karve	Amol Hinge	(Advisor) Umesh Chavan	
10	E Learning Co-ordinator	Sahasrabuddhe (Content)	NA	Dr. Sharvey Dhongde	NA

11	NAAC	Dr. Mangesh Kashyap	Amol Hinge	Vasudha Gokhale, Dr. Chetan Sahasrabudhe	
12	BNCA ONLINE - Webinars, Online courses	Dr. Shubhada Kamlapurkar	Umesh Chavan, Hrishikes	Sourabh Marathe, Nidhi Dixit; Shruti Joshi , Kavita Murugkar and	Samruddhi 5th D, Mansi B
III INCHARGES					
1 Labs					
a	Material Testing Lab and Material Museum (Real and Virtual)	Dharti Sote	Atul Bhalekar	Sudhanva Kolhatkar	NA
b	Fab Lab + Robotic Bay development	Deva Prasad	Danao Sir, Atul sir, Dhan	SUPPORTING STAFF	! student from M.arch_DA
c	LEDS-Environmental Lab	Namrata Dhamankar	Danao Sir, Atul sir	N/A	1 student from M.Arch (E/
d	SL lab	Sujata Mehta	Danao Sir, Atul sir	S.M. Deo	CRs of SY A, B, C, D
e	Lighting (Plumbing?) Lab	Rahul Chutake	Danao Sir, Atul sir	Namrata Dhamankar	
f	Woodworking lab	Kiran Nichale	Atul Bhalekar		
g	Construction yard and samstha related works	Jayant Patwardhan	Danao Sir, Atul sir	Prakash Joshi, Kiran Nichale	
h	Acoustic Lab	Jayant Patwardhan	Danao Sir, Atul sir	Rahul Chutke	Students from TY next yea
i	Landscape Lab	Anupama Khatavkar	Danao Sir, Atul sir, Mrud	Amruta Barve	Student volunteers from S.
j	Computer Hardware/Networking	Bagwan		ma	
k	Auditorium, Audio Video events, Electrical	Vinayak Mahadik		Bhima	
2 Lecture series					
a	Adwait Badawe	Amruta Barve	Atul Bhalekar, Vinayak	Sourabh Marathe	TY A student volunteers
b	A. P. Kanvinde Memorial	Aarti Verma	Ramesh , Vinayak	Smita Ogale, Ninad Jog	4th year CRs and Students
c	Shridhar Athavale	Smita Ogale	Ramesh , Vinayak, Atul B	Prof. Poorva Kulkarni	Crs of 3rd and 4th year al
d	Charles Correa Memorial	Shweta Gade	Atul Bhalekar, Ramesh K	Mahesh Bangad	Crs of 2nd and 3rd year all

e	Vanaja	Asmita Divekar	Atul Bhalekar	Neha A	4 coordinators from 3rd/4th
f	Once Upon a time in India	Kavita Murugkar	Atul Bhalekar	Shubhada, Chetan S	
g	Live on Katta	Sayali Andhare	Atul Bhalekar	Kavita Murugkar	
h	Nandini Sapre	Neeraja Hingne	Atul Bhalekar, Ramesh K	Neeti Trivedi	4 co-ordinators each from 4
i	Edutech	Poorva Kulkarni		Dharati Sote	Ruchika Jadhav Safiya Attar
j	EnReach	Prajakta Kulkarni		Namrata Dhamankar	4 students from M. arch EA
3	Library	Shweta Gade	Baburao Udamale and lib	Sahastrabudhe(Advisor	Dyaneshwari Khatawkar, I
				Kamalpurkar (Vaidehi Deshpande, Reem
				Ar. Neeraja Hingne	CRs of all classes
4	Academic Competitions	Sayali Andhare	Ramesh Khandare	Madhuri Zite, Shruti Ramthirthkar	Erande, Priyanka Dharmadhikari, Saloni
		Prajakta Kulkarni (EA)	NA	NA	NA
		Neha Adkar (LA)	NA	NA	Selected students
5	Students work Repository	Aarti Verma	NA	coordinators	Selected students
		(EA)	NA	NA	CRs of 1st & 2nd Year M.
		Neha Adkar (LA)	NA	Swati S	CRs of 1st & 2nd Year M.
6	Exhibition				
	a. Outside BNCA	Ninad Jog	Kiran Nichale, Sanjay Da	Devika Yadkikar	CRs of all classes
	b. Display Within BNCA	Neeraja Hingne	Atul Bhalekar, Yogesh K	ordinator per year	1 Student Co-ordinator per
		(M.Arch - EA)	NA	NA	CRs of 1st & 2nd Year M.
		(M.Arch - LA)	NA	Anupama K, Neha A	CRs of 1st & 2nd Year M.
		(M.Arch - DA)	upti	Jadhav	CRs of 1st & 2nd Year M.
7	Infrastructure Development and Maintenance	Jayant Patwardhan	Atul sir, Danao Sir	Ninad Jog, Vaishali Anagal	

8	Tours				
	a. National	Sanjay Shinde	Atul Bhalekar	Kiran	All CRs
	b. International	Shruti Joshi	Kiran N	Sanjay Shinde	All CRs
9	Gathering	Mahesh Bangad	Sanjay Danao, Atul Bhale	Nichale	Student Council Members
			Ramesh Khandare, Yogesh Kulkarni		
10	Student Affairs and NASA	Surabhi Gadkari	Sanjay Danao	Teachers	Student Council Members
		Mahesh Bangad	Atul Bhalekar		NASA U-Sec, UD, Divisio
11	Sports	Sanjay Shinde	Ravindra Sutar		All CRs
		Surabhi Gadkari			
IV	COMMITTEES				
1	Alumni Committee	Neha Joshi	Sangeeta mohokar	B.arch: Sonal kotkar;	4 students from 3rd year ea
2	Anti Ragging Committee	Shruti Joshi	Amol Hinge	All class teachers	Student council memebers
3	Anti Sexual Harrassement Committee	Kamlapurkar	Sangita Mohokar	in the Committee	Student council memebers
4	Grievance Committee	Asmita Joshi	Amol Hinge	members assigned by college	
5	Equal Opportunity Cell	Kavita Murugkar	Suraj Dawale	Sayali Andhare	Students with disability ce
V	CELLS				
1	Internships and Placement Cell	Sourabh Marathe	Ramesh Khandare	(Advisor), Neeraja	
2	Publication Cell	Smita Ogale	Sanjay Danao	S, Prof Poorva K	2 students each from 2nd a

					Tanvi, Samruddhi, Esha, P
3	International Cell	Shruti Joshi	Amol Hinge	Dr Sujata, Dr Swati, Prof Dhanashree Prof. Surabhi Gadkari	students council
4	UNAI Cell	Asmita Joshi	Amol Hinge, Mrudulagau	Ar.Mahesh B, Dr. Mangesh K, Ar.Nidhi,	Student Council Members
5	Research Cell	Dr. Meera Shirolkar	Tejaswini Joshi	Dr. Sanjeevani Pendse, Neha Joshi	
6	HRD Cell	Dr. Shubhada Kamlapurkar	Sanjay Danao, Sangita M	academics), Kavita M (NA
a	Faculty Portfolios	Kavita Murugkar	Sanjay Danao, Shilpa Patl	Portfolio) Kulkarni, Hrishikesh S	NA
b	Faculty Training	Rahul Chutake		Mahesh Bangad	
c	Faculty screening, Feedbacks	Dhruv Chandwania	Amol Hinge, Ravi Sutar	Sharvey Dhongde	NA
d	Grievance	Dr. Sharvey Dhongde	Amol Hinge, Mrudulagau	N/A	
e	Admin related training	NA	Sangita Mohokar		
7	IQAC Coordinator	Dr. Sharvey Dhongde		IQAC TEAM	
8	Universal Design Cell	Kavita Murugkar	Danao sir , Mrudulagauri	Mehta	Ayesha Dabir,
9	Intellectual Property Right and Patents	Dr. Vasudha Gokhale	Archana P	Abhay Pawar	
10	Startup and Innovation Cell	Swapnil Gavande			
11	SC-ST Cell	Dr.Meera Shirolkar	Amol Hinge, Rajesh Man	Dharati Wankhade	

12	Center for Interdisciplinary studies in Art and Architecture	Dr. Sanjeevani Pendse		Dr. Vasudha Gokhale, Dr. Meera Shirolkar, Devika Yadhkar	Prachi Sarana, Pannayee Yadav, Mohini Bhosekar, Sanika Upasani
13	Center for Ecological Landscapes (CEL)	Dr. Swati Sahasrabudhe	Sutar, Danao Sir (Harshada Madam- as per	Anupama Khataokar	Teaching Assistants and st
14	Counselling Cell	Shruti Joshi		Madhuri Zite	
VI PORTFOLIOS					
1	Events	Mahesh Bangad	Sanjay Danao	Sayali Kulkarni	Student Council Members
	(Event wise Teams, will be separately made)		Atul Bhalekar		
2	Social Outreach Projects	Madhuri Zite		Sayali Andhare	
	Corporate outreach (CSR)	Nikita Gurav		Ramteerthkar, Ninad J	10member student team
	Industry-Academia Tie-ups	Nidhi Dixit	Namrata Dhamankar, prajakta kulkarni, Sourabh M		
	CUBE Centre	Nidhi Dixit	Namrata Dhamankar, prajakta kulkarni		
3	Communication and Publicity (Print and social media)	Sayali Kulkarni		(special appointment), Individual event	
4	Website	Sardeshpande	Umesh Chavan, Kiran Nid	Gurav	
5	Co and extra curricular competitions and events like farewell, induction, convocation etc.	Amruta Barve	Atul Bhalekar Sanjay Dar	Kulkarni and 1st yr CTs Freshers - Sourabh Marathe and 2nd yr CTs Farewell - Final year	
6	COA report and inspection	Sujata Karve	Amol Hinge, Suraj Davale		

7	AICTE report and inspection	Vaishali Angal	Amol Hinge		
8	LMC / CDC Convener	Kamlapurkar	Sangita Mohokar	on CDC	
9	Submission Room	Geeta Nagarkar	Atul Bhalekar	All Class teachers	Two Student Council Men
10	FEED	Sayali Kulkarni		Kamalapurkar, Sayali	
11	Seminars & Workshops	Sanjeevani Pendse		Prof. Devika Yadkikar	4 students per year from B
		Prajakta Kulkarni (EA)		Nidhi Dixit	4 students from M. arch E/
		(LA)	Mrudula Joshi, Danao Sir	Adkar	Student volunteers from M
12	Day events, celebration of birthdays of national personalities etc.	Sanket Jain			Student Council Members
13	Events like Blood donation camps, swacchh bharat abhiyan etc.	Sanket Jain	Donation) Amol Hinge (SBA) etc.		Student Council Members
14	NSS	Surabhi Gadkari	Atul Bhalekar	Mahesh Bangad	Student Council Members
15	College environment (Ambience and Upkeep, maintenance monitoring, branding, signage)	Geeta Nagarkar	Sanjay Danao, Atul Bhale	Mahesh Bangad (Advisory), Kiran Nichale, Neeraja Hingne	Student Council Members
16	Life Skills Development (Happiness Department)	Shruti Joshi		Surbhi Gadkari	Student Council Members
17	E Newsletter	Nikita Gurav		Sayali Kulkarni	communications team (will
18	Branding and visual merchandise	Kiran Nichale	Atul Bhalekar	Sarabjit Kulkarni	All ADD CRs

19	Graphics and presentations	Supriya Dhamale		Kiran Nichale	2 students from M.arch_D/
VII	CLASS TEACHERS				
	First Year				
	A	Nikita Gurav	Archana Paranjape		
	B	Surabhi Gadkari	Archana Paranjape		
	C	Sayali Kulkarni	Archana Paranjape		
	D	Sayali Andhare	Archana Paranjape		
	Second Year				
	A	Sourabh Marathe	Ramesh Kandhare		
	B	Neha Joshi	Ramesh Kandhare		
	C	Shweta Gade	Ramesh Kandhare		
	D	Geeta Nagarkar	Ramesh Kandhare		
	Third Year				
	A	Neeraja Hingne	Harshada Ganachari		
	B	Nidhi Dixit	Harshada Ganachari		
	C	Ninad Jog	Harshada Ganachari		
	D	Sanket Jain	Harshada Ganachari		
	Fourth Year				
	A	Dr. Neeti Trivedi	Tejaswini Joshi	All subject teachers	2 CRs and 4 group leaders
	B	Dharati Sote	Tejaswini Joshi	All subject teachers	2 crs and 4 group leaders o
	C	Jayant Patwardhan	Tejaswini Joshi	All subject teachers	2 crs and 4 group leaders o
	D	Smita Ogale	Tejaswini Joshi	All subject teachers	2 crs and 4 group leaders o
	Fifth Year				
	A	Amruta Barve	Harshada Ganachari	team, Neeti Trivedi	2 Class Representatives pe
	B	Amruta Barve	Harshada Ganachari	team, Neeti Trivedi	2 Class Representatives pe
	C	Madhuri Zite	Harshada Ganachari	team, Neeraja Hingne	2 Class Representatives pe
	D	Madhuri Zite	Harshada Ganachari	team, Neeraja Hingne	2 Class Representatives pe

	M.Arch (EA) 1 st Year	Namrata Dhamankar	NA	NA	
	M.Arch (EA) 2nd Year	Prajakta Kulkarni	NA	NA	
	M.Arch (LA) 1 st Year	Neha Adkar	Amol Hingne, Ramesh kh	F.Y.M.Arch LA	CRs from F.Y. LA
	M.Arch (LA) 2nd Year	Anupama Khatavkar	Amol Hingne, Ramesh kh	S.Y. M.Arch LA	CRs from S.Y. LA
	M.Arch (DA) 1 st Year	Supriya Dhamale			
	M.Arch (DA) 2nd Year	Deva Prasad	Amol Hingne, Ramesh khandare		2 nd year CR
	Admin related HR	Sanjay Danao			
	1 Samstha circulars and related activities attendance and documentation	Sangeeta Mohokar			
	2 Secretary, Principal Office	Shilpa Pathak			
	3 All Purchase related	Sanjay Danao			
	4 All Maintanance related	Bhalekar			
	4 Event Arrangement	Ramesh Kandhare			
	5 Data related	Amol Hinge			
	6 Admission related	Amol Hinge			
	7 Hostel related	Sanjay Danao			
	8 Examination Incharge (Admin)	Sangeeta Mohokar			

9	Account Incharge	Mrudulagauri Joshi			
10	IT Incharge IT Facilities	Umesh Chavan			
11	Samaj Kalyan	Rajesh Mane			
12	Appointment & Roster	Suraj Davale			
13	Teaching Biometric & Record	Ravindra Sutar			
14	Principal Portfolio	Shilpa Pathak			
15	Reception Counter Incharge	Rupesh			



BNCA Elected Students Council 2020 - 2021					BNCA Elected Students Council 2020 - 2021				
Student Welfare Officers: Prof. Surabhi Gadkari, Prof. Mahesh Bangad					Student Welfare Officers: Prof. Surabhi Gadkari, Prof. Mahesh Bangad				
Students are of Current Fourth Year B. Arch A, B, C, D Divisions					Students are of Current Fourth Year B. Arch A, B, C, D Divisions				
DIVISION A					DIVISION C				
Sr. No.	POST	STUDENT'S NAME	EMAIL ADDRESS	PHONE NUMBER	Sr. No.	POST	STUDENT'S NAME	EMAIL ADDRESS	PHONE NUMBER
1	General Secretary	Siddhi Arora	siddhisrcm@gmail.com	9823415619	1	General Secretary	Vaidehi Pande	vaidehipande22gmail.com	7350802581
2	Council Head	Madhura Khaire	madhurakhaire1999@gmail.com	7276149726	2	Cultural Head	Shreya Sanghvi	shreya.sanghvi7@gmail.com	9922775202
3	Cultural Secretary	Sayee Patil	sayeepatil1319@gmail.com	7887859694	3	Council Head	Nayan Aher	nayanaher001@gmail.com	8329579420
4	Treasurer	Riya Kothari	riya.kothari25@gmail.com	8888110476	4	Sports Head	Divyalaxmi Patil	divyalaxmipatil@gmail.com	8830954161
5	Sports Secretary	Neha sul	sulneha9@gmail.com	7741964889	5	Treasurer	Sanika Pandit	sanikapandit15@gmail.com	7775983892
6	Tour Head	Gayatri Pandkar	pandkargayatri@gmail.com	7218783189	6	Tour Head	Shachi Jain	jainshachi31@yahoo.com	9340294592
7	Division Coordinator	Alfiya Shaikh	alfiyajbshaikh@gmail.com	7208493578	7	Events Heads	Darshana Deokar	darshdeokar@gmail.com	9527346547
8	Library Head	Vanshika Sabadra	vanshikasabadra17@gmail.com	7722035884	8		Ayushi Nemade	aayushi.nemade@gmail.com	9930860194
9	Ambience and Exhibition Head	Jidnyasa Auti	jidnyasa.auti08@gmail.com	9021919791	9	Division Co-ordinator	Maithili Potnis	maithilipotnis99@yahoo.com	8378085548
10	Competitions Head	Prajakta Nehul	prajaktanehul@gmail.com	9404101736	10	Volunteer Head	Sharvi Tatke	sharvi12.tatke@gmail.com	8149933475
11	NSS Head	Aishwarya Gade	aishgade14@gmail.com	9423709327	11		Komal Amlle	komalamlle7@gmail.com	9158726789
12	Event Heads	Anjali Sange	anjalisamge720@gmail.com	8424821262	12	Library Head	Moullie Jain	moulliesj@gmail.com	8120538130
13		Aakanksha Gurjar	aakanksha28ajay@gmail.com	8805772208	13	Ambience and Exhibition Head	Prajakta Jadhav	prajaktajadhav176@gmail.com	8007791093
14	Volunteer Heads	Mrudul Barve	barvemrudul0@gmail.com	8793935529	14	Forum Head	Chaitali Bhalerao	chaitalisb98@gmail.com	9356211636
15		Rudrani Patankar	rudranipatankar@gmail.com	8879486389	15	(LoK, Vanaja, OUTII, Edutech)	Neha Dandawate	ndandawate2000@gmail.com	9130097075
16	Graphics and Media Heads	Gurkiran Kaur Gulati	siftygulati@gmail.com	9604770000	16		Pranita Surve	pranitasurve8@gmail.com	9890268567
17		Mrudula Kulkarni	mrudula.amod@gmail.com	9421064420	17		Aditi Bodhe	aditibodhe.ab@gmail.com	9778709778
18	Forum Heads	Shivani Patil	shivanipatil3099@gmail.com	9673696772	18	Graphics and Media Head	Kehali Doke	doke.kehali26@gmail.com	8411010334
19	(LoK, Vanaja, OUTII, Edutech)	Sakshi Mundada	symaym@gmail.com	9325027809	19		Shravani Awati	awatishravani2016@gmail.com	8237381458
20		Esha Tushar Sonar	eshasonar@yahoo.com	9975651069	20	Competitions Head	Rucha Pimplapure	ruchapimplapure99@gmail.com	9284235293
21		Kalyani kularni	kulkalyani098@gmail.com	8806268301	21	NSS Head	Shraddha Doiphode	shraddhadoiphode@gmail.com	7757884492
DIVISION B					DIVISION D				
Sr. No.	POST	STUDENT'S NAME	EMAIL ADDRESS	PHONE NUMBER	Sr. No.	POST	STUDENT'S NAME	EMAIL ADDRESS	PHONE NUMBER
1	General Secretary	Akshada Patil	akshadacpatil@gmail.com	9910611221	1	GENERAL SECRETARY	DEVSHRI DESHMUKH	devshrideshmukh99@gmail.com	7588514852
2	Cultural Head	Rutuja Shitole	rutujashitole20@gmail.com	9527154477	2	CULTURAL HEAD	SHRUTI KULKARNI	shruti2512@hotmail.com	9881239172
3	Council Head	Rasheshwari Sawant	rashies6sawant@gmail.com	9130078887	3	COUNCIL HEAD	SANIKA UPASANI	sanikaupasani261@gmail.com	7219313029
4	Sports Head	Sakshi Jadhav	sakshijadhav999@yahoo.in	9689904444	4	SPORTS HEAD	KHYATI GONDE	khyati.gonde@gmail.com	7218796635
5	Treasurer	Himanshi Bharuka	himanshibharuka06@gmail.com	9158648886	5	TREASURER	RUTUJA SHELKE	rutujashelke19@gmail.com	9422553455
6	Tour Head	Shweta Gophane	shwetagophane19@gmail.com	8767181783	6	TOUR HEAD	ANUSHREE UDAKHE	anushreeudakhe1999@gmail.com	7350087839
7	Events Head	Arzu Alvi	arzuarvi123@gmail.com	8017276192	7	EVENT HEADS	RACHANA PATIL	rachanadpatil@gmail.com	8928972727
8		Nirmiti Patel	nirmitipatel@gmail.com	7083839940	8		SIMRAN GANDHI	simrangandhi25@gmail.com	8698611400
9	Division Co-ordinator	Gautami Karampuri	gautamikarampuri104@gmail.com	9604603707	9	DIVISION CO-ORDINATOR	PRIYANKA SARDESAI	priyankapsardesai@gmail.com	8291418161
10	Volunteer Head	Bhakti Kaswa	bakkaswa123@gmail.com	9527760141	10	VOLUNTEER HEADS	ANKITA PATIL	ankitapatil7030@gmail.com	9604861764
11		Sanyukta Sarda	sanyukta1312@gmail.com	8237971312	11		KOMAL NIKALE	komalnikale22@gmail.com	7057714483
12	Library Head	Apurva Hankare	apurvahankare10@gmail.com	9970056605	12	LIBRARY HEAD	DIVYA KAPSE	dkapse134@mail.com	9552172176
13	Ambience and Exhibition Head	Manjiri Wadhone	manjiriwadhone99@gmail.com	7875486845	13	AMBIENCE and EXHIBITION HEAD	NILIMA AVHAD	nilimaavhad3164@gmail.com	7028802195
14	Forum Head	Janhavi Rajwade	rajwadejanhavi@gmail.com	9850581662	14	FORUM HEAD	RADHIKA PHANSALKAR	radhikaphansalkar@gmail.com	7769852051
15	(LoK, Vanaja, OUTII, Edutech)	Shreya Mandlik	shreyamandlik24@gmail.com	8605488900	15	(LoK, Vanaja, OUTII, Edutech)	SHRIYA BHOLE	shriya.bhole@gmail.com	7755991608
16		Pratishtha Pandey	pratishtha78@gmail.com	8840343185	16		MITALI ALAVANI	alavani.mitali70@gmail.com	7083429349
17		Yukti Raut	yuktiraut99@gmail.com	9975340141	17		SHRAVANI PARDESHI	shravanipardeshi39@gmail.com	9403209388
18	Graphics and Media Head	Priyanka Ghodke	Piyughodke6@gmail.com	7767963344	18	GRAPHICS AND MEDIA HEAD	ESHA JAIN	eshajain0804@gmail.com	7218318379
19		Rajeshwari Pawar	rajeshwari0299@gmail.com	9527138446	19		KSHIPRA DEOLALKAR	kshipra99@gmail.com	7028742468
20	Competitions Head	Mrunal Patil	mrupatil1707@gmail.com	9923943366	20	COMPETITIONS HEAD	KASTURI NIRHALI	nirhalikasturi88@gmail.com	8530670527
21	NSS Head	Devshri Wange	devshri.wange98@gmail.com	7745086544	21	NSS HEAD	DHARA NANDHA	dharanandha26@gmail.com	7058435743
1	University Representative (4C)	Ishita Singh	singhishita802@gmail.com	8637793307	1	Unit Secretary (3D)	Aishwarya Kullur	ashkullur30@gmail.com	9604755628

Meeting Details**Subject : Local Management Committee****Venue : BNCA BOARD ROOM****Meeting Date : 15/10/2020 at 4 pm****Issue Date :**

Present Name	Position / Company
Ar. Mohana Kadam	Chairman
Mr. Pramod Gorhe	Member
Mr. Jayant Inamdar	Member
Dr. P V S Shastry	Secretary of MKSSS
Dr. Anurag Kashyap	Principal
Dr. Shubhada Kamlapurkar	Professor
Dr. Sharvey Dhongade	Professor
Dr. Sujata Karve	Professor
Ar. Shruti Joshi	Professor
Mr. Amol Hinge	A.A.O
Ms. Mrudulagauri Joshi	Accountant
Mr. Kiran Nichale	CAID HOD
Mr. Kiran Nichale	CAID HOD

Absent Name	Position/ Company
Mr. Vilas Potdar	Member
Mr. Sanjay Danao	A.A.O
Distribution (all attendees + the following)	Position/ Company
All members by email	

Item	Minute	Action By/ Date
1	Finalization of the last LMC minutes meeting held on the 31 st Jan 2020.	
	<u>Point Noted and discussed</u>	
	<u>Decisions</u> Minutes finalized.	
2	Approval of online courses, admission of Male candidates : Shubhada Kamlapurkar	
	<u>Point Noted and discussed</u>	
	<u>Decisions</u> Online courses will be owned, developed and run by BNCA. For recording SMART Institute facility to be used. Admissions to male candidate is allowed.	
3	Proposal for making entire college as a virtual tour in 3D format on our website (Virtual tour of BNCA) – Kiran Nichale	
	<u>Point Noted and discussed</u>	
	<u>Decisions :</u> It is decided that it has to be done in simple style i.e. use of app on i-phone.	
4	Maternity leave approval for Ms. Namrata Dhamankar	
	<u>Point Noted and discussed</u>	
	<u>Decisions</u> Maternity leave for Mrs. Namarata Dhamankar is approved for 90 days as per the rule.	
5	Request regarding the rebate on tuition fee for the children of MKSSS employees : Poorva Kulkarni	
	<u>Point Noted and discussed</u>	
	<u>Decisions</u> It was decided that this point not required any discussion and we have to refer previous circulars for the remaining years.	
6	Agreement with Smart regarding recording work - Prof Sharvey Dhongde : Mrudula Joshi	
	<u>Point Noted and discussed</u>	
	<u>Decisions</u> Proposal to be worked out again and discussed.	

7	Renewal of the agreement with Kirtan Xerox and exempting the rent during lockdown period. : Mrudula Joshi	
	<u>Point Noted and discussed</u>	
	<u>Decisions</u> Renewal of agreement is not sanctioned, GST burden for lockdown period is to be taken from him but no need to pay unpaid rent for May, June and July.	
8	Minutes of FRA dated 07.10.20 and the impact on Fee Proposal for AY 2021-22 : Mrudula Joshi	
	<u>Point Noted and discussed</u> The Circular and impact was discussed.	
	<u>Decisions</u> The committee advised to submit FRA proposal for this year after considering all impacts.	
9	Time Bound promotion: Iliyas Bagwan (Tech. Asst.)	
	<u>Point Noted and discussed</u>	
	<u>Decisions</u> As per discussion it is decided that the application and proposal for time bound promotion is to be forwarded to Head office.	
10	Subscription to Journals and Magazines : Udamale B.	
	<u>Point Noted and discussed</u>	
	<u>Decisions</u> Discussion with vendors to be taken up and push for extensions in subscriptions. Further all subscriptions to be continued considering the mandatory requirement of Council of Architecture.	
11	Approval of Internet expenses	
	<u>Point Noted and discussed</u>	
	<u>Decisions</u> The expenses for third and fourth quarter for BSNL leased circuit line were approved (Approx. Rs.221350/- per quarter.)	

Prepared By : Shruti Joshi

End of Minutes

Approvals

 Dr. Anurag Kashyap Principal		Ar. Mohana Kadam LMC Chairman
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Meeting Details
Subject: College Development Committee (B.Arch)
Venue: BNCA BOARD ROOM
Meeting Date: 4 June 2020
Issue Date:

Present Name	Position/ Company
Ar. Mohana Kadam	Chairman of LMC
Mr. Pramod Gorhe	Managing Committee Member
Mr. Jayant Inamdar	Managing Committee Member
Dr. Anurag Kashyap	Principal
Dr. Shubhada Kamlapurkar	Professor
Dr. Sharvey Dhongade	Professor
Dr. Sujata Karve	Professor
Ar. Shruti Joshi	Professor
Mr. Amol Hinge	A.A.O
Mr. Sanjay Danao	A.A.O
Ms. Mrudulagauri Joshi	Accountant
Ar. Vaishali Anagal	Professor
Ar. Swati Sahasrabudhe	Professor
Absent Name	Position/ Company
CA Vilas Potdar	Managing Committee Member
Dr. P V S Shastry	Secretary of MKSSS
Distribution (all attendees + the following)	Position/ Company
All members by email	

Item	Minute	Action By/Date
1	Finalization of Minutes of previous CDC dated 04.12.2019	
	<u>Points Noted and Discussed</u>	
	<u>Decisions</u> The minutes of previous CDC dated 4.12.2019 were approved.	
2	IT Budget - Umesh Chavan	
	<u>Points Noted and Discussed</u> The list of IT items (as per budget) was presented to LMC	
	<u>Decisions</u> The list was approved by LMC. LMC advised to forward the list to Central Purchase Committee /IT committee mentioning the priority considering the current scenario.	
3	Additional expenses for upgrade of the server due to Covid19 - Umesh Chavan	
	<u>Points Noted and Discussed</u> Umesh Sir presented the proposal of server up gradation and new server to the committee. Due to covid 19 lockdown, the college was closed and the online education had to happen and hence to host LMS , up gradation of existing servers (2) and 1 new storage server was required.	
	<u>Decisions</u> The committee approved and advised Umesh Sir to forward his proposal of server up gradation and new server to ITcommittee for further processing, Till then committee advised to use alternative like zoom classrooms. It was decided that zoom licenses for classes will be purchased for the period so that online –teaching learning can happen through the zoom platform. It was also suggested that Indian version may be explored. The expenses approx 30,000/- per month were approved.	
4	Website re-structuring, approximate cost Rs 25000/- - Umesh Chavan	
	<u>Points Noted and Discussed</u> Umesh Sir explained to the committee that due to Covid 19 situation and lockdown the parents cannot visit the college, therefore maximum information is required to be displayed on website . Therefore restructuring of website is required.	
	<u>Decisions</u> The committee approved expenses approximate Rs 25000 for website restructuring	


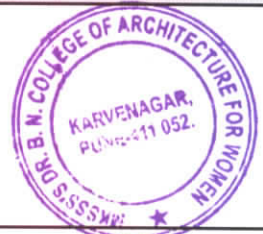
5	Internet bandwidth needs to be increased to 1Gbps = cost yet to be received - Umesh Chavan	
	Umesh sir presented a proposal to increase the bandwidth considering the heavy usage of online platform. The lease line bill (BSNL) of Rs 2,21,000/- was pending for first quarter. Umesh Sir informed the committee that this line is being used for online platform.	
	<u>Decisions</u> The committee approved and advised to send it to CPC/IT committee. The committee approved the bills for first quarter and second quarter and advised to pay the bill for second quarter after collection of some fee to manage the fund.	
6	Appointments of Faculty for Core , Core – Contract and Visiting - Dr. Sharveya	
	<u>Points Noted and Discussed</u> Prof Sharveya presented the list of appointment of faculty of Core -core contract and the list of faculties who have completed their probation period successfully to HO. However, it was suggested to relook at cases who are going to be converted into full time core faculty and whose probation period has ended.	
	<u>Decisions</u> The committee approved the list of core contract and advised to send the list of faculties who have completed their probation period successfully to HO.	
7	Permission for attending the conference and approve the cost involved. – Dr. Sanjeevani Pendse	
	<u>Points Noted and Discussed</u> Prof Sanjeevani had applied for Reimbursement of expenses for Paper presentation for the research paper titled Cross-modal Abstraction between Indian Classical Music and Architecture on 29-30 June 2020 at Canterbury, UK. University of Kent. Details of the cost involved for the presentation were approximately Rs 1,55,000 including Rs 30000 of Registration and Rs 1,25,000 for Travel ,stay, food etc Due to pandemic the conference is going to be conducted virtually . She will be presenting her paper on Zoomapp on 30th June 2020 . So accordingly she is only applying for Registration fees.	
	<u>Decisions</u> It was decided that Prof Sanjeevani may pay the registration fees of the conference and LMC may try to reimburse it later considering the inflow of funds.	
8	Increase in University Fees from Academic Year 2020-21 as per the circular from SPPU. : Mrudulagauri Joshi	
	<u>Points Noted and Discussed</u> The circular from SPPU was presented to the LMC stating the revision in Current University Fees from 2020-21	

	The committee advised to enquire in the SPPU if any changes are expected in the given circular.	
	<p><u>Decisions</u> The committee advised to increase the University Fees from next Academic Year 2021-22 considering the current scenario. Later the circular was issued by SPPU that the increase in University Fees will be from the next Academic year 2021-22</p>	
9	Bulk Uploading facility for Axis Bank (B.Arch) : Mrudulagauri Joshi	
	<p><u>Points Noted and Discussed</u> The facility of Bulk Uploading from Axis Bank was explained to the committee . The Account dept proposed to upgrade the existing Axis Bank Account in B.Arch with the Bulk Uploading Facility.</p>	
	<p><u>Decisions</u> The committee approved to upgrade the existing Axis Bank Account in B.Arch with the Bulk Uploading Facility. The committee advised to enquire in other banks and avail such facility to all the Bank Accounts and maximize the automation in Accounts Dept considering the current scenario</p>	
10	Account No 34450735075 in SBI and 53392010016542 in SYND Bank in B. Arch to be closed. : Mrudulagauri Joshi	
	<p><u>Points Noted and Discussed</u> The proposal of closing the two Bank Accounts Account No 34450735075 in SBI and 53392010016542 in SYND Bank in B.Arch was presented</p>	
	<p><u>Decisions</u> The committee approved to close the Account No 34450735075 in SBI and 53392010016542 in SYND Bank in B.Arch</p>	
11	Insurance Expenses Ratification Rs 82,258 : Mrudulagauri Joshi	
	<p><u>Points Noted and Discussed</u> The insurance expenses of Rs 82,258 were presented.</p>	
	<p><u>Decisions</u> The ratification was given for the Insurance Expenses of Rs 82,258.</p>	
12	Saral Software updation Rs 38000/- approx. and Tally Backup update ion Rs 8000/- approx. : Mrudulagauri Joshi	
	<p><u>Points Noted and Discussed</u> The proposal of updation and renewal of Saral Software was presented. The proposal of updation and renewal Tally Software was presented.</p>	
	<p><u>Decisions</u> The expenses of Saral Software approx Rs 38000 and Tally software approx Rs 8000 were approved.</p>	
13	Renewal of Xerox unit - Sanjay Danao	

	<p><u>Points Noted and Discussed</u> Shri Sanjay Danao presented the proposal of Renewal of contract with Kirtan Xerox and Stationary with following points 1.The contract will come to end on 31/7/2020 2. The contract to be renewed for next year without 7% increase.</p>	
	<p><u>Decisions</u> The approval was given but considering the current scenario it was advised by the committee that the contract should be renewed when the college is reopened.</p>	
14	Anuradha Gonjare and Parvati Ghule time bound increment as per samstha's letter 2115/19-20 dated 10.02.2020 – Sanjay Danao	
	<p><u>Points Noted and Discussed</u> Shri Sanjay Danao presented the letter regarding time bound increment of Ms Anuradha Gonjare and Ms Parvati Ghule</p>	
	<p><u>Decisions</u> The approval was given</p>	
15	Fee Structure for the Academic Year 2020-21	
	<p><u>Points Noted and Discussed</u> The Fee Structure for the Academic Year 2020-21 for B.Arch and M.Arch was presented once again considering the current scenario</p>	
	<p><u>Decisions</u> <i>The committee approved and concluded stating that there will be no change in Fee Structure for the Academic Year 2020-21</i></p>	
16	Professional fees to be paid to Mr. Parag Mankikar	
	<p><u>Points Noted and Discussed</u> Mr. Parag Mankikar was appointed as a faculty on core contract basis. He accepted the appointment letter but later on requested us to make the payment as Professional Fees instead of salary for his personal reasons. His request letter was presented to the committee.</p>	
	<p><u>Decisions</u> The committee approved to pay the professional fees to Mr Parag Mankeekar instead of salary as per his request.</p>	
17	Payment to Council of Architecture for Teachers Training Program Rs 1,60,0000	
	<p><u>Points Noted and Discussed</u> The proposal for payment to Council of Architecture for Teachers Training Program Rs 1,60,0000 was presented.</p>	
	<p><u>Decisions</u> The approval was given for payment to Council of Architecture for Teachers Training Program of Rs 1,60,0000</p>	
18	Confirmation of Mr Suhas Patil as Technical Assistant	

	<u>Points Noted and Discussed</u> The application of Mr Suhas Patil was presented by Shri Danao to the committee	
	<u>Decisions</u> The committee advised to send the application to central HRD committee for further action.	

Prepared By: Sangita Mohokar	Management Committee Member
End of Minutes	

Approvals	
Ar. Mohana Kadam Chairman	 Dr Anurag Kashyap Principal 

Meeting Details	
Subject:	IQAC Meeting
Venue:	Microsoft Teams
Meeting Date:	21/07/2020
Issue Date:	21/07/2020

Present	name	position/ company
	Vaishali Anagal	IQAC member, Faculty representative
	Dhanashree Sareshpande	IQAC member, HOD
	Dr.Swati Sahasrabudhe	IQAC member, HOD
	Dr. Sujata Karve	IQAC member, HOD
	Dr. Chetan Sahasrabudhe	IQAC member, Faculty representative
Absent		
	Dr. Shubhada Kamalapurkar	IQAC member
	Dr. Sharvey Dhongde	IQAC head
	Dr. Meera Shirolkar	NAAC coordinator
	Dr. Vasudha Gokhale	Research Cell coordinator

Item	Minute	Action By/ Date
1	AICTE- NITTT- TEACHERS TRAINING PROGRAM- Vaishali Anagal <hr/> HOD Resolution No: _____ Dated: 21/07/2020 <u>Points Noted and Discussed</u> 1. AICTE has mandated Teachers Training Program for teaching below 5 years of teaching experience and who are on probation. It is also mentioned that this TTP to be financed by concerned institute. Registration fee is Rs 2000/Faculty and fee for each module is Rs 1000/faculty. There are 8 modules to be completed within the program. The training can be completed within the span of 3 years. Thus, there is financial liability of rs. 10000/faculty. Proposed names for training having less than 5 years teaching experience: Amruta Barve, Surabhi	

Item	Minute	Action By/ Date
	<p>Gadkari, Neeraja Hingne, Nikita Gurav, Sanket Jain, Nidhi Dixit</p> <ol style="list-style-type: none"> 2. The module titles, duration of the program and usefulness of attending this TTP was discussed in length. 3. IQAC members felt that instead of opening this program only for few faculty members based on teaching experience, it can be opened for all core and core contract faculty members. Those who voluntarily wish to attend the program can inform to AICTE coordinator within a week's time and after observing the response, shortlisting of faculty for sponsoring the TTP can be done. 	
	<p><u>Decisions</u></p> <ol style="list-style-type: none"> 1. Training program to be opened for all core and full- time core contract faculty. Response of faculty to be observed within a week's time. The amount of registration fee and module fee to be paid by respective faculty. BNCA to reimburse the registration fee and module only after successful completion of training program and producing sufficient evidence of completion of program in the form of completion certificate and report etc. 2. In case, voluntary response is not received within a week's time, Prof. Nidhi Dixit and Prof. Surabhi Gadkari will be nominated for attending this program. 	
	IQAC Resolution No:	Dated: 21/07/2020
Prepared By: Vaishali Anagal	Associate Professor	
End of Minutes		
Approvals		



Meeting Details	
Subject:	HOD Meeting
Venue:	Online
Meeting Date:	30/9/2020
Issue Date:	30/9/2020

Present	name	position/ company
	Dr. Anurag Kashyap	Principal
	Dr. Shubhada Kamlapurkar	Teaching Faculty
	Shruti Joshi	Teaching Faculty
	Dr.Sharvey Dhongade	Teaching Faculty
	Vaishali Anagal	Teaching Faculty
	Kavita Murugkar	Teaching Faculty
	Asmita Joshi	Teaching Faculty
	Dr. Meera Shirolkar	Teaching Faculty
	Poorva Kulkarni	Teaching Faculty
	Prakash Joshi	Teaching Faculty
	Dhruv Chandwania	Teaching Faculty
	Dr.Abhay Pawar	Teaching Faculty
	Dr.Sanjeevani Pendse	Teaching Faculty
	Mahesh Bangad	Teaching Faculty
	Dr.Swati Sahasrabudhe	Teaching Faculty – M.Arch LA Dpt.
	Dr. Sujata Karve	Teaching Faculty – M.Arch EA Dpt.
	Sanjay Shinde	Teaching Faculty – CAID Dpt.
	Dr.Mangesh Kashyap	Faculty
	Amol Hinge	Assistant Admin Officer
	Mrudulagauri Joshi	Accountant
	Sangeeta Mohokar	Head Clerk
	Shilpa Pathak	Senior Clerk

Absent	name	position/ company
	Dr. Vasudha Gokhale	Teaching Faculty
	Rahul Chutake	Teaching Faculty
	Dharti Sote	Teaching Faculty
	Dhanashree Sareshpande	Teaching Faculty - M.Arch DA Dpt.
	Kiran Nichale	Teaching Faculty – CAID Dpt.
	Umesh Chavan	IT Head
	Illias Bagwan	Senior Technical Assistant
	Sanjay Danao	Assistant Admin Officer

Distribution (all attendees + the following)	position/ company
Geeta Nagarkar	Shweta Gade
Chetan Sahasrabudhe	Neha Joshi
Sayali Kulkarni	Prajakta Kulkarni
Sanket Jain	Anita Khandekar

Item	Minute	Action By/ Date
1	<p>Discussion about conducting a workshop for Green Initiatives – Geeta Nagarkar</p> <p>HOD Resolution No: _____ Dated: _____</p> <p><u>Points Noted and Discussed</u> Demonstrative workshop. Paid workshop, for BNCA students Rs.200/- per student will be charged</p> <p><u>Decisions</u> Geeta nagarkar to co-ordinate with Poorva K. to finalize the details.</p>	
2	<p>On the occasion of world architecture day alumni cell is organizing Alumni Journey's - UK edition. – Neha Joshi</p> <p>HOD Resolution No: _____ Dated: _____</p> <p><u>Points Noted and Discussed</u> We have invited 3 alumni currently working in UK to share their journey post B.Arch with BNCA students. it is scheduled on 5th Oct , 2020 at 6 pm Student names: Mayura Chandekar, Riddhi Parekh, Nidhi Rathi</p> <p><u>Decisions</u> Noted</p>	
3	<p>BNCA youtube channel and telecasting recorded lectures – Vaishali Anagal</p> <p>HOD Resolution No: _____ Dated: _____</p> <p><u>Points Noted and Discussed</u> Recording of lectures and keeping them on BNCA Youtube channel is important. IT dept. help needed. It will be kept on BNCA YouTube channel to make available for faculty members and students. Consent of guest lecturers needed.</p> <p><u>Decisions</u> Technical part to be looked after by IT dept. and inputs will be given by the faculty organizing that particular lecture or event. A separate training program will be conducted. Aarti verma and Rahul chutake were appointed for this. Kavita M. will talk to them accordingly. Action Plan and tentative budget will be taken from them. A tentative budget for training is sanctioned.</p>	
4	<p>Appreciation of UBA team- Prof. Sujata, prof. Sayali, Prof. Nikita, prof. Mahesh B, Prof. Vaishali</p> <p>HOD Resolution No: _____ Dated: _____</p> <p><u>Points Noted and Discussed</u></p> <p><u>Decisions</u> Efforts were Appreciated</p>	

Item	Minute	Action By/ Date
5	<p>Appreciation CCML team - Prof. Shweta Gade, prof. Sanket J, Prof. Mahesh B., prof. Vaishali A</p> <p>-----</p> <p>HOD Resolution No: _____ Dated: _____</p> <p><u>Points Noted and Discussed</u></p> <p>_____</p> <p><u>Decisions-</u> Efforts were Appreciated</p>	
6	<p>Appreciation of Shruti madam for international joint workshop – Vaishali Anagal</p> <p>-----</p> <p>HOD Resolution No: _____ Dated: _____</p> <p><u>Points Noted and Discussed</u></p> <p>All the students and faculty members involved in this workshop were present for the meeting.</p> <p><u>Decisions</u></p> <p>Efforts were highly appreciated by all the HOD meeting members.</p>	
7	<p>Appreciation of EA dept for UG students' training program – Vaishali Anagal</p> <p>-----</p> <p>HOD Resolution No: _____ Dated: _____</p> <p><u>Points Noted and Discussed</u></p> <p>_____</p> <p><u>Decisions</u></p> <p>Efforts were Appreciated</p>	
8	<p>Appreciation of LA dept for international joint workshop and vertical collaboration – Vaishali Anagal</p> <p>-----</p> <p>HOD Resolution No: _____ Dated: _____</p> <p><u>Points Noted and Discussed</u></p> <p>_____</p> <p><u>Decisions</u></p> <p>Efforts were Appreciated</p>	
9	<p>Clarification regarding insem exams – Sujata Karve</p> <p>-----</p> <p>HOD Resolution No: _____ Dated: _____</p> <p><u>Points Noted and Discussed</u></p> <p>University has not declared any dates for insem exams.</p> <p><u>Decisions</u></p> <p>We have to wait for SPPU's announcement regarding insem exam dates.</p>	

Item	Minute	Action By/ Date
10	<p>Final Announcement of international vertical and collaborative workshop with UTAH university (announced and discussed and approved in HOD meeting in July 2020) – Swati Sahasrabudhe</p> <p>HOD Resolution No: _____ Dated: _____</p> <p><u>Points Noted and Discussed</u></p> <p>A joint Workshop between USA (Utah State University, U.S.A) and BNCA (all Departments including B.Arch and 3 M.Arch s) was approved in Hod meeting held in July. The final announcement of the same was made with its details.</p> <p>The pre-final brief was shared with all HoD before the meeting and students have requested respective HoDs to give their consent through an email.. Prof.Swati S thanked the HoDs who have given their consents and also the faculty who are participating in the workshop as mentors. The remaining HoDs who have not given their consents were requested to do so. This kind of international joint workshop with all departments of BNCA participating together and with no registration fees or cost to be paid by students is a good opportunity for all. For B.Arch Prof. Vaishali Anagal , for M.Arch the respective Hods will be the co-coordinators and the overall co-ordination with Utah will be looked after by Pro. Swati Sahasrabudhe who has initiated the workshop and has extended it to all levels and depts of BNCA.</p> <p><u>Decisions Noted</u></p>	
11	<p>Discussion about circular from SPPU regarding – “राष्ट्रीय शिक्षण महिना साजरा करणे बाबत” – Kavita Murugkar</p> <p>HOD Resolution No: _____ Dated: _____</p> <p><u>Points Noted and Discussed</u></p> <p>Faculty names finalized based on allotted portfolio's</p> <p><u>Decisions</u></p> <p>Detailed meeting will be conducted soon. Interested faculty members to contact Kavita Murugkar</p>	
Prepared By: <Name>		<Designation>
End of Minutes		
Approvals		
All HOD's		
1) A Division		2) B Division
3) C Division		3) D Division
4) M.Arch LA		5) M.Arch DA
6) M.Arch Env.		



Meeting Details	
Subject:	HOD Meeting
Venue:	Board Room
Meeting Date:	30/12/2020
Issue Date:	30/12/2020

Present	name	position/
	Dr. Anurag Kashyap	Principal
	Shruti Joshi	Teaching Faculty
	Vaishali Anagal	Teaching Faculty
	Kavita Murugkar	Teaching Faculty
	Asmita Joshi	Teaching Faculty
	Dr. Meera Shirolkar	Teaching Faculty
	Poorva Kulkarni	Teaching Faculty
	Prakash Joshi	Teaching Faculty
	Dhruv Chandwania	Teaching Faculty
	Dr. Abhay Pawar	Teaching Faculty
	Dr. Sanjeevani Pendse	Teaching Faculty
	Mahesh Bangad	Teaching Faculty
	Dhanashree Sareshpande	Teaching Faculty - M.Arch DA Dpt.
	Dr. Sujata Karve	Teaching Faculty – M.Arch EA Dpt.
	Kiran Nichale	Teaching Faculty – CAID Dpt.
	Umesh Chavan	IT Head
	Sanjay Danao	Assistant Admin Officer
	Amol Hinge	Assistant Admin Officer
	Mrudulagauri Joshi	Accountant
	Sangeeta Mohokar	Head Clerk
	Shilpa Pathak	Senior Clerk

Absent	position/
Dr. Vasudha Gokhale	Dr. Shubhada Kamlapurkar
Dr.Sharvey Dhongade	Rahul Chutake
Dharti Sote	Dr.Swati Sahasrabudhe
Sanjay Shinde	Dr.Mangesh Kashyap
Illias Bagwan	

Distribution (all attendees + the following)	position/
Shweta Gade	Nikita Gurav
Neeraja Hingne	

Item	Minute	Action By/ Date
1	<p>B.Arch and CAID Pending Fees – Mrudula Joshi</p> <hr/> <p>HOD Resolution Dated: No:</p> <p><i>Points Noted and Discussed</i></p> <p><i>Decisions</i> Appropriate action to be taken by accounts dept.</p>	
2	<p>Concerns about Research Centre infrastructure – Meera Shirolkar</p> <p>1. How come extra SPSS keys are loaded without knowledge on the computers?</p> <p>2. Monitoring of software's (SPSS, Plag check) wrt working and expiry.</p> <p>3. Update from scholars for working.</p> <p>4. Code of conduct.</p> <hr/> <p>HOD Resolution Dated: No:</p> <p><i>Points Noted and Discussed</i></p> <p><i>Decisions</i> A letter to be issued to concerned person through IT head.</p>	
3	<p>International cataloguing system for BNCA library – Shweta Gade</p> <hr/> <p>HOD Resolution Dated: No:</p> <p><i>Points Noted and Discussed</i> From the academic point of view it is approved</p> <p><i>Decisions</i> There are some administrative concerns, Library dept. to conduct a common meeting with Kashyap Sir and Danao sir to resolve the issues.</p>	
4	<p>Weekly updates from Library Team – Shweta Gade</p> <hr/> <p>HOD Resolution Dated: No:</p> <p><i>Points Noted and Discussed</i></p> <p><i>Decisions</i> Weekly updates from Library Team to all faculty and students to be sent through LMC once in a week from the month of Jan.2021</p>	

Item	Minute	Action By/ Date
4	<p>Readers club initiative by BNCA Library Team - Shweta Gade</p> <hr/> <p>HOD Resolution Dated: No:</p> <p><u>Points Noted and Discussed</u></p> <p><u>Decisions</u> Date need to be finalized looking at the academic schedule. The first event will be conducted online once in a month. First event will be in the month of January 2021</p>	
5	<p>Update about Unnat Bharat Abhiyan activities – Nikita Gurav</p> <hr/> <p>HOD Resolution Dated: No:</p> <p><u>Points Noted and Discussed</u></p> <p>Update of UBA activity given to all present. The UBA cell will be working with the villages in the areas of waste water management & solar energy projects</p> <p><u>Decisions</u> Noted</p>	
6	<p>New initiative to be run under ISR (Institutional Social responsibility) – Nikita Gurav</p> <hr/> <p>HOD Resolution Dated: No:</p> <p><u>Points Noted and Discussed</u></p> <p>New initiative under ISR to form tie ups with schools to reach out to educational levels below us.-Suggestions to run pilot project with activity centric program with samstha schools OR municipality schools.</p> <p><u>Decisions</u> Check what the credit score as per NAAC is for ISR. -all MOM's to be maintained with reports and photos of all events -develop team structure well for better performance</p>	
7	<p>Announcement of tentative release date of first E-newsletter. – Nikita Gurav</p> <hr/> <p>HOD Resolution Dated: No:</p> <p><u>Points Noted and Discussed</u></p> <p>Announcement of E newsletter release date as 15th Jan.2021</p> <p><u>Decisions</u> Noted</p>	

Item	Minute	Action By/ Date
8	Vision document formation on NEP – Chetan Sahasrabudhe HOD Resolution No: _____ Dated: _____ <u>Points Noted and Discussed</u> Presentation on NEP given by Chetan S. <u>Decisions</u> Presentation is appreciated by all and separate meeting will be conducted for discussion on NEP in detail	
Prepared By: <Name>		<Designation>
End of Minutes		
Approvals		
All HOD's		
1) A Division	2) B Division	
3) C Division	3) D Division	
4) M.Arch LA	5) M.Arch DA	
6) M.Arch Env.		



Academic Coordination of B. Arch. Thesis [Arch. Thesis Project] at BNCA, Academic Year 2020-2021

MoM dated 28/10/2020 for B. Arch. Thesis [Architectural Project II] Coordination for Academic Year 2020-2021

Minutes of Meeting – Thesis [Architectural Project II] Coordination with Moderators				
Date	28/10/2020		Time	09.15 AM -11.30 AM
Platform	Zoom and WhatsApp		MoM Prepared By	Abhay Pawar
Attendees	Abhay Pawar	Thesis Coordinator	Sharveya Dhongade	Academic Coordinator
	Rahul Chutake	Moderator	Chetan Sahasrabudhe	Moderator
	Aarti Verma	Moderator	Dhruv Chandwania	Moderator
Absent	Vaishali Anagal	Moderator	Shubhada Kamalapurkar	Moderator
	Mahesh Bangad	HoD Final Year		
	Amruta Barve	Class Teacher Div. A and B	Madhuri Zite	Class Teacher Div. C and D
Agenda			Action Taken / Important Points Noted	
1	Coordination between ‘Moderators and Guides’, and ‘Moderators and Students’.		1	Guides are encouraged to discuss with the students and sort out the final topic.
			2	For any outlier either moderator or moderator team will take a call.
			3	Such cases will be discussed in Moderator Team
2	Reminder / Updates of Meeting with Guides/ Students and Guides and Students.		Moderator Team needs to conduct meetings as stated in last MoM.	
3	Sessions’ Schedule with Date, Time and Sequence as well as Decision on Private / Public Session		1	Session Schedule by Faculty and Alumni is prepared and enclosed herewith for review of moderators and all concerned.
			2	The concern of few moderators are also listed here with for such sessions, however please note all of you have agreed to conduct sessions.
			3	Rahul C also suggested that even guides shall <u>should</u> be part of such sessions.
			4	Also why such sessions are necessary are listed separately and when.
			5	Kindly review the Topics of Sessions and Dates. As a Thesis Coordinator, I feel they are appropriate, considering Thesis Schedule we agreed upon.
			6	Make posters upon confirmation of such session’s speaker, content/ brief and date.
			7	In this regard, students’ convenient timings were also taken into consideration and all of them enthusiastically replied and said ‘Sunday Morning[s]’ are best for most of the students
			8	Such Sessions are classified as Pre-Design and Design to help students at respective stages.
			9	Need logistics supports to upload the sessions video on YouTube.
4	Logistics of B. Arch. Thesis		Logistics list is written in the agenda. It will be sorted	

Academic Coordination of B. Arch. Thesis [Arch. Thesis Project] at BNCA, Academic Year 2020-2021

Agenda	Action taken
<p>5 Evolution Criteria at Each Stage and Common Minimum Check –List</p>	<p>1 Minimum Evolution Criteria at Each Stage pointers will be as stated in the Schedule made for B. Thesis. For Academic Year 2020-2021</p> <p>2 For comprehensive list, Ravi P. Sir’s list will be refined by Chetan.</p> <p>3 Above list will be just guidelines and comprehensive list to refer for interested students and guides.</p> <p>4 Purpose is to give freedom and don’t be too prescriptive</p> <p>5 B. Arch. Thesis is evaluated comprehensively based on following: 1. Justice given Title 2. Depth in thinking, analysis, 3. Communication in form drawing, model etc.</p> <p>6 “Shall we give 30 percent weight in overall marking for 2D drawings?” – Shubhada K.</p>
<p>6 Names for Mega Jury and Related Logistics Rahul</p>	<p>1 Mahesh had sent the list and all agreed to send the list by end of January 2020, so that we call/communicate with them before mid- February 2020.</p> <p>2 Shubhada suggested inviting the Jury members from pan India and even from international level considering expectation of jury and amount of work done by students.</p> <p>3 This time if we go for online mode the cost of travel will be saved.</p> <p>4 Logistics related needs to be addressed with definition of roles of Class Teachers and other administration support.</p>
<p>7 Title and Site Selection</p>	<p>1 MoM pointer for these aspects continues.</p> <p>2 Rahul specified following and we all shall follow it.</p> <p><i>“Take any Thesis Topics which have relevant analysis, synchronized, and demonstrated the architectural simulation enough to score in B. Arch. Thesis Through a B. Arch thesis the student should be able to demonstrate substantial amount of research and analysis on the chosen topic leading up to a design brief and area program; the design solution should reflect the student’s ability to synthesize her knowledge gained and present it through skills learnt in the 5 years [Rahul C].” Well this team of moderators does understand that “B. Arch. Thesis could be ‘Research Oriented/ Concept Oriented/ Design Oriented’ Thesis topic should be a student’s choice. The topics could have varying degree of research component, conceptual ideas or design merit. Work should be judged based on the intention of the thesis. Final product should be a substantial work demonstrating learnings of 5 years [Aarti V.] [Ararti V.]” Hence topics have less design merit shall be avoided.</i></p> <p>3 “Topics shall be Pragmatic” – Dhruv C.</p> <p>4 “Architecture is all about making Ideas into Reality” (Rahul C.) and Students shall learn it. However, [in architecture] team which make it reality [Chetan S.],</p>

Academic Coordination of B. Arch. Thesis [Arch. Thesis Project] at BNCA, Academic Year 2020-2021

		hence leadership qualities, excellent technical knowledge and technical communication skills are also important.
8	LMS Structure	LMS Course Structure is created by Chetan S., and Moderators may schedule submissions and upload common documents for reference.
9	Next Meeting	Scheduled on coming Friday, 7 th November 2020 at 1.00 PM to discuss the next steps, discuss more about Sessions, review stages, etc.





ARCHINEERING CELL: BNCA
Minutes of the meeting
Date: 31st August 2020

Time: 6.00 pm to 7.30 pm
Review meeting by ABTS Faculty

 **BNCA**
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE
FOR WOMEN
CUMMINS COLLEGE CAMPUS,
KARVE NAGAR, PUNE 411 052, INDIA
+91 20 25474062, 25476966 Fax.25474437

Meeting Agenda:

- Update on syllabus completion for ABTS, Term – I, Academic year 2020-21
- Challenges in online conduction of ABTS classes
- Use of white-board during on-line classes
- Format for submission of Industrial building
- Attendance of students for on-line classes
- Feedback of students for on-line classes
- Uploading session plans for month of September on LMS
- Uploading “Best work” on Google drive from students of last batch
- Schedule of Edutech lectures for all classes on Saturday
- Hospital design competition by INSDAG

Members present:

- Poorva Kulkarni (Archineering Head)
- Smita Ogale
- Jayant Patwardhan
- Prakash A. Joshi
- Aniruddha Kolhatkar
- Sanket Jain
- Sujata Mehta
- Dharati Sote

Minutes of the Meeting: (Prepared by Dharati Sote)

- Update on syllabus completion till date
 - Div A – As per schedule and session plan
 - Div B – As per schedule and session plan
 - Div C – As per schedule and session plan
 - Div D – As per schedule and session plan
 - North light truss to be started by Thursday, September 03, 2020
 - Proflex and Vacuum Dewater Flooring - Reading material and video to be shared
 - Industrial building – Topic syllabus completion till September 10, 2020
- Sketch-up models for industrial building is compulsory for all students – material exploration for aesthetics of building
- Use of white-board – not explored by all divisions due to system requirement at both (faculty and student) end
- Submission
 - Div B and D – Industrial building submission - AutoCAD drafting and details in sketches
 - Div A – Industrial building submission – Manual drafting
 - Div C – Multi-basement with AD studio project – AutoCAD drafting, Industrial building submission – Manual drafting
- Attendance of on-line lecture – at start and end of lecture OR as per class performance. Date-wise record to be maintained
- Feedback for on-line lectures – Google form link to be shared during lecture and record to be maintained in excel sheet or graphs
- Session plans to be uploaded on LMS for
 - Industrial buildings are uploaded by Poorva Kulkarni and Meera Shirolkar for Unit II
 - Swimming pool by Dharati Sote (Month of September)
 - Multi-basement by Smita Ogale and Sanket Jain(Asap)
- Collection of soft copy of students’ “Best work” from previous batch and uploading on Google drive of ABTS teacher group e-mail ID for reference ASAP
- Schedule of al Edu-tech lectures by Sanket Jain – To be updated by 01/09/ 2020 , to be conveyed to all by email and cc to Kavita Murugkar.



ARCHINEERING CELL: BNCA

Minutes of the meeting

Date: 31st August 2020

Time: 6.00 pm to 7.30 pm

Review meeting by ABTS Faculty



MAHARSHI KARVE STREET SHIKSHAN SAMSTHA'S
**DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE
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- Archineering Cell is participating in INSDAG Competition through the students of final year.
- INSDAG - 200 bed hospital design competition will be guided by Poorva Kulkarni, Smita Ogale, Jayant Patwardhan and Sujata Mehta.
- Participating students are as follows:
 - Div A – Sanjana Lakhani and Kamini Katiyar
 - Div B – No participation
 - Div C – Saloni Pimparkar and Anushree Baxi
 - Div D – Manasi Bhuskute and Manasi Risbud
- BNCA Archineering Cell participated in Schindler's Competition through Second and third year students. – submission by 7th Sep, 2020. This competition was guided by Prof. Jayant Patwardhan.
- Under CEP (Continuing education programme) Poorva Kulkarni and Sujata Mehta are registering for Webinar on Steel codes organized by MX Business Media, Mumbai to be held on 18th Sep 2020.

