



LSR/IQAC/2022-23/01

Date: 21<sup>st</sup> July, 2022

## **Internal Quality Assurance Cell**

### **1st Meeting for Academic Year 2022-23**

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### **NOTICE**

This is to announce a meeting of the IQAC – Internal Quality Assurance Cell of L.S.Raheja School of Architecture will be held on **29<sup>th</sup> July, 2022, Friday at 2:00pm** in the **conference room** on the first floor. All members of the committee are requested to kindly attend:

#### **MEETING AGENDA:**

The agenda of the meeting is as listed below:

1. To read and approve the minutes of the IQAC conducted on 22/04/2022 and discuss and approve Action Taken Report as applicable
2. To welcome new members into the committee
3. Discuss Academic Audit Report 2021-22 and action taken for last completed academic year
4. Discuss examination committee reports for Even sem. AY 2021-22 and schedule for odd semester examinations AY 2022-23
5. Discuss Student feedback report for last completed academic year
6. Discuss and approve final academic calendar for current academic year 2022-23
  - a. Discuss and approve individual subject teaching plans
  - b. Discuss and approve design subject briefs and deliverables

- c. Discuss initiatives taken for slow learners and those unable to cope with the pace of academic work, especially due to the effects of the pandemic
  - d. Finalise locations and schedules for study trips
  - e. Prepare tentative list of guest speakers for Insights, workshops, and all other co-curricular activities
  - f. Finalise schedule for AAKAAR
7. Any other matter with permission of the chair





Ar. Anmol Warang  
IQAC Coordinator,  
L.S.Raheja School of Architecture



21 JULY 2022

**ACKNOWLEDGEMENT OF NOTICE FOR IQAC MEETING TO BE CONDUCTED ON 29 JULY  
2022, 2:00 PM.**

Sr. No.	Name of Member	Designation in committee	Signature
1	Ar. Mandar V. Parab	De-facto chairperson	
2	Mr. Arvind Tiwari	Representative of Management	
3	Ar. M.D.Chande	Nominee from Local Society	
4	Ar. Geevith Tidiyanth	Nominee from Alumni	
5	Ar. Sachin Prabhu	Member Faculty	
6	Ar. Amit Valsangkar	Member Faculty	
7	Ar. Uttara Nalawade	Member Faculty	
8	Ar. Mridula Pillai	Member Faculty	

9	Mr. Santosh Narkar	Senior Administrative Officer	
10	Mr. Rohit Jain	Student Representative	

  
**Ar. Anmol Warang**  
Coordinator  
IQAC

Enclosure : Notice informing of IQAC meeting to be conducted on 29th July 2022.



## Minutes of Meeting: Internal Quality Assurance Cell

### **CALL TO ORDER:**

Meeting No.	Day & Date	Time	Venue
01 (Academic Year 2022-23)	Friday, 29 July 2022	02:00 pm	1st Floor, Conference Room, LSRSOA

Copies of the agenda and other related documents were circulated to the members of the cell. The meeting started as the required quorum for the meeting was present.

Meeting commenced at 2:00pm and was presided over by the de-facto chairperson.

### **ATTENDEES PRESENT:**

Ar. Anmol Warang  
 Ar. Mandar V. Parab  
 Mr. Arvind Tiwari  
 Ar. M.D.Chande  
 Ar. Geevith Tidiyanth  
 Ar. Sachin Prabhu  
 Ar. Amit Valsangkar  
 Ar. Uttara Nalawade  
 Ar. Mridula Pillai  
 Mr. Santosh Narkar  
 Mr. Rohit Jain

### **ATTENDEES ABSENT:**

None

*Signatures of members in attendance attached for reference*



## Internal Quality Assurance Cell

1st Meeting for Academic Year 2022-23

### **MINUTES OF MEETING:**

The de-facto chairperson, Ar. Mandar Parab chaired the meeting. The meeting commenced as the quorum was present. The chairman asked the IQAC coordinator to proceed with the agenda.

**Agenda no. 1: To read and approve the minutes of the IQAC conducted on 22/04/2022 and discuss and approve Action Taken Report as applicable**

Minutes of the IQAC meeting conducted on 22/04/2022 were read and approved, with no further changes or edits.

The minutes were signed by the chairperson and IQAC coordinator

### **Action Taken Report:**

A detailed academic calendar with individual teaching learning plans for all semesters all subjects were prepared and discussed with the principal in advance before the start of the academic year.

**For Agenda 5(a):** The IQAC coordinator appraised all members that Individual Academic Reviews for each class for the previous academic year have taken place at the start of the academic year and each team of teachers has taken cognisance of the observations in the planning of Teaching Plans for the new academic year.

**Resolution no. 1:** "Be it and it is hereby, **RESOLVED** that the Minutes of the Meeting of Board of Governors held on 22/04/2022 including the action taken report are confirmed and approved". The minutes were signed by the chairperson and IQAC coordinator

**Agenda no. 2: To welcome new members into the committee (if applicable)**

Mr. Rohit Jain (5th Yr B. Arch), President of the Students Council was introduced to all members of the IQAC. The incoming member was welcomed into the committee and objectives of the IQAC were discussed and understood.

**Agenda no. 3: Discuss Academic Audit Report 2021-22 and action taken for last completed academic year**

Similar to last year, an Academic Audit involving external experts was organised by the IQAC coordinator in consultation with the Principal, and the report submitted by the auditors was presented to the committee and discussed.

Suggestions and recommendations provided in the report were highlighted. The partly-online functioning due to Covid-19 restrictions in the last academic year has had an impact on the overall academic progress of the students. The reason for the dip, in the final year pass percentage as well as performance overall, was discerned as the sudden and difficult complete shift from the online to the offline medium initiated by the University of Mumbai, mid-term, bringing on a large bulk of physical work that would have otherwise been digital.

Action taken report for AY 2021-22 was presented by IQAC and unanimously accepted.

**Resolution no. 2:** "Be it and it is hereby, **RESOLVED** that the Academic Audit Report is approved and shall be presented to the forthcoming CDC" The Audit report may be submitted to Mumbai University and COA as and when required for documentation.

**Agenda no. 4: Discuss Examination Committee reports for Even sem. AY 2021-22 and schedule for odd semester examinations AY 2022-23**

All reports and documents prepared by the examination committee discussed. List of supervisors, paper setters and examiners verified and is as per MU guidelines. All members were

appraised that examinations were conducted as per university norms and schedules and requisite results were displayed within the stipulated period.

Odd term semester examinations dates discussed. Examination committee chairperson, Member Ar. Sachin Prabhu, to finalise examination dates for theory examinations and viva-voce examinations in detail and circulate relevant notices as per mandated requirements. Examinations for semester 3 to be conducted in December 2022 as per their revised schedule due to late start to their year.

**Resolution no. 3:** "Be it and it is hereby, **RESOLVED** that the work done by the examination committee is satisfactory and the same should be done for all examinations."

**Agenda no. 5:** **Discuss Student feedback report for last completed academic year**  
IQAC coordinator requested member Ar. Mridula Pillai to present the findings of the student feedback surveys conducted for the previous academic year

Two student satisfaction surveys conducted for the previous academic year, the results and inferences for which were displayed to the committee:

**a. Teaching-Learning methods related Student Feedback form**

This form enquired on Standard Operating Procedures and teaching learning methods employed for Design related subjects, Technical subjects, Theory subjects and Design dissertation, with enquiries on both online and offline modes of teaching.

From this survey one could infer that a tremendous effort was being made to convey information related to all of the taught subjects across to the students in the right manner in the online mode. There were very



few, almost negligible, negative replies or comments to do with teaching methods or operations. Students were happy to return to the offline mode as well, as it gave them an opportunity to move out of the house. Standard Operating Procedures for Covid-19 were being strictly followed at the institute when it reopened for staff and students, and are still being followed.

**b. Teacher related Student Feedback Form**

This form enquired on the punctuality in class, teaching methods and overall demeanour of all core faculty at the institute. It also asked for an overall rating of each core faculty member.

It has been inferred that each faculty has received a rating predominantly above 5 with primarily positive remarks regarding punctuality, teaching and general demeanour. Faculty with slight dips in certain areas were asked by the Principal to take note and make improvements in the current academic year.

**Resolution no. 4:** "Be it and it is hereby, **RESOLVED** that the Student Feedback Survey is accepted and the report be presented to the forthcoming CDC"

**Agenda no. 6:** **Discuss and approve final academic calendar for current academic year 2022-23**

- a. A final version of the Academic Calendar for the current academic year of 2022-23 was displayed and was approved by the committee. All teaching plans have been submitted and approved by the Principal in discussion with the Examination Committee and the IQAC Coordinator prior to this meeting. The Teaching plans were shared and brief pointers were discussed. Dates for examinations, vivas etc were approved.

- b. Design Subject briefs have been previously discussed and approved by the Principal in consultation with the IQAC Coordinator and Design Subject heads. On sharing the approved design subject briefs with the committee it was noted that most brief core subjects were deliberated to tackle societal current affairs, ensuring students were made aware of their environment and the problems faced. They had also been designed to ease students currently used to the online digital mode of working into the bulk of work expected in the offline mode in a gradual manner.
- c. The slow learner system employed at the institute was discussed with the committee, where senior faculty were given responsibility for a group of students that were unable to cope up with the subjects of a particular semester and had a series of ATKTs, thereby affecting their ability to work in the current semester. Faculty appointed were expected to have regular sessions with their group of students post college hours and assist them with completing pending ATKT work. This method was primarily employed for the first year of architecture, where students had the most trouble adjusting to the kind of work expected. It has been noted that this method has proved exceedingly successful in helping students unable to cope up with work pressure. It was recommended that this system be carried forward.
- d. Study tours for the current academic year, for first to third year Architecture and first and second year B.Voc have been finalised with location, basic itinerary and tentative dates. Currently awaiting quotations from tour agencies to finalise the vendor and move forward with a detailed itinerary.
  - i. Recommended locations for study trips are as follows
    - 1. 1st yr B. Arch - Documentation trip to Sawantwadi to continue documentation of temple complexes

2. 2nd yr B. Arch - Varanasi, Lucknow, Benaras, etc
  3. 3rd yr B. Arch - Jaipur, jodhpur, Jaisalmer
  4. B. Voc. IDD - Recommended 4 star hotel stay for interior documentation in historic places
- ii. It has been noted that the International Study tour to Dubai-AbuDhabi planned for August 2022 has now been postponed to early 2023, due to a lower response rate. A possibility of the destination already being popular could be a reason for the low response rate along with the fact that people are still coming to terms with travel after the pandemic. A recommendation to look at less popular tourist destinations for the next academic year has been made.
  - iii. Special cognisance was taken of the Summer Programme trip, mentioning that it must have a documented outcome and must be a practice that can be carried forward.
- e. There is a good line up of Insights and industry lectures arranged for the students in this academic year, to take place physically in the institute on Friday afternoons post 2:00pm or on external sites as planned. 3 Insights lectures have already taken place in this Academic year, one of which included Er. G.S.Balaji, part of the construction team for the Jio World Centre. A lecture conducted by Ar. Sulakshana Mahajan also took place before the meeting today. The committee was presented with a tentative list for the rest of the academic year that included Ar. Dean D'cruz for a special session for the 5th year B.Arch students on their visit to Goa, and a proposal for inviting Ar.Hafeez Contractor for a Insights Master Class in this Academic year.

The first session of the Thesis Forum was conducted on 2nd July 2022. The thesis forum was discussed as a good initiative

to increase exposure and interaction between the senior students and those who have already completed their dissertation. It also served as a medium to increase the dialogue between the participating institutes, thereby working for the greater good of the students. It was recommended that this continue as an annual initiative and grow as a student forum for exchange of work.

- f. Tentative dates for AAKAR 2022 were discussed. As per the academic calendar it may be organised in the third week of December 2022. Detailed schedule with a list of programs and activities to be prepared and presented in the next meeting.

**Agenda no. 7: Any other matter with the permission of the chair**

No other matter discussed by any member



Ar. Anmol Warang  
IQAC Coordinator,  
L.S.Raheja School of Architecture

**ATTENDANCE FOR IQAC MEETING CONDUCTED ON 29 JULY 2022, 2:00 PM.****VENUE: CONFERENCE ROOM, 1ST FLOOR**

Sr. No.	Name of Member	Designation	Signature
1	Ar. Mandar V. Parab	De-facto chairperson	
2	Mr. Arvind Tiwari	Representative of Management	
3	Ar. M.D.Chande	Nominee from Local Society	
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9	Mr. Santosh Narkar	Senior Administrative Officer	



10	Mr. Rohit Jain	Student Representative	<i>Rohit Jain</i>
11	Ar. Anmol Warang	IQAC coordinator	<i>Ar. Anmol Warang</i> 21/7/23