



LSR/IQAC/2022-23/03

Date: 11th February, 2023

Internal Quality Assurance Cell

3rd Meeting for Academic Year 2022-23

NOTICE

This is to announce that a meeting of the IQAC – Internal Quality Assurance Cell of L.S.Raheja School of Architecture meeting will be held on **18th February 2023 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 18/11/2022 and discuss and approve Action Taken Report as applicable
2. Discuss and approve scheduling of activities as per academic calendar
 - a. Academic schedule for newly admitted first year students for current academic year
 - b. Discuss and approve individual subject teaching plans, design subject briefs and deliverables
 - c. Schedule for semester end date and end of semester examinations for sem 4, 6, and 10
 - d. Prepare tentative list of guest speakers for Insights, workshops, and all other co-curricular activities
 - e. Discuss AAKAAR report for AAKAAR held in Dec 2022
3. Discuss examination committee reports for Odd sem. AY 2022-23
4. Appraise all members on NAAC preparedness
5. Any other matter with permission of the chair

A handwritten signature in blue ink, appearing to be 'Ar. Anmol Warang', with the date '11/2/23' written below it.

Ar. Anmol Warang

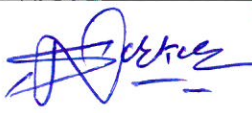

IQAC Coordinator, L.S.Raheja School of Architecture



11 FEBRUARY 2023

**ACKNOWLEDGEMENT OF NOTICE FOR IQAC MEETING TO BE CONDUCTED
ON 18 FEBRUARY 2023 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	


11/02/2023
Ar. Anmol Warang
Coordinator
IQAC

Enclosure : Notice informing of IQAC meeting to be conducted on 18th February 2023.



Minutes of Meeting: Internal Quality Assurance Cell

CALL TO ORDER:

Meeting No.	Day & Date	Time	Venue
03 (Academic Year 2022-23)	Friday, 18 Feb 2023	02:00 pm	1st Floor, Conference Room, LSR SOA

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

3rd 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 18/11/2022 and discuss and approve Action Taken Report as applicable

Minutes of the IQAC meeting conducted on 18/11/2022 were read and approved, with no further changes or edits.

Action Taken Report:

For Agenda no. 4:

Mentor - Mentee system incorporated for first year students as recommended in the last meeting.

Study Buddy system reviewed and found to be successful. To be continued with all forthcoming 1st yr students.

The Master Class for Ar.Hafeez Contractor was successfully organised on 10th February 2023.

Resolution no. 1: "Be it and it is hereby, **RESOLVED** that the Minutes of the Meeting of IQAC held on 18/11/2022 along with the action taken report are confirmed and approved". The minutes were signed by the chairperson and IQAC coordinator

Agenda no. 2: (Discuss and approve scheduling of activities as per academic calendar

- a. The Academic Calendar for the newly admitted first year students for the current academic year of 2022-23 discussed and approved. Sem 1 and Sem 2 shall be curtailed as per university guidelines and 1st year to be completed by August 2023. The same is accommodated in the academic schedule
- b. All teaching plans for the first year 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.
- c. End of semester examinations dates discussed based on academic calendar. All examinations to be conducted in offline mode as per university directives and schedule. Examination committee chairperson, Member Ar. Sachin Prabhu, to coordinate with BOS and finalise examination dates for theory examinations and viva-voce examinations in detail and circulate relevant notices as per mandated requirements.
Examination committee is awaiting notices from MU for semester end date and timetable for SEM 6 and SEM 10 examinations, and shall inform all students as soon as MU notice is received. SEM 5, 7 and 9 ATKT examinations shall be conducted in the first week of April 2023.
- d. Insights seminars were conducted in online mode and 1 was conducted in offline mode. Institute to continue with online insights series and take advantage of the online platforms.
- e. AAKAAR 2022-2023 was successfully organised in December 2022. AAKAAR report circulated and discussed.

Resolution no. 2: "Be it and it is hereby, **RESOLVED** that the new Academic Schedule for the first year and the original schedule for other batches is satisfactorily prepared and is being followed."

Agenda no. 3: Discuss examination committee reports for Odd sem. AY 2022-23

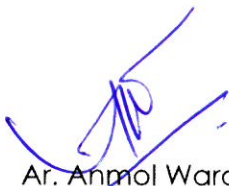
All reports and documents prepared by the examination committee discussed. List of supervisors, paper setters and examiners verified and is as per MU guidelines. All members were appraised that examinations were conducted as per university norms and schedules and requisite results were displayed within the stipulated period.

Agenda no. 4: Appraise all members on NAAC preparedness

IQAC coordinator informed all members that the institute has taken NAAC recommended initiatives from time to time. NAAC criterias were discussed and criteria wise responsibilities were enlisted for teachers as well as administration staff.

Agenda no. 5: Any other matter with the permission of the chair

No other matter raised by any member.



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

**ATTENDANCE FOR IQAC MEETING CONDUCTED ON 18 FEBRUARY 2023, 2:00PM.****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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8	Ar. Mridula Pillai	Member Faculty	
9	Mr. Santosh Narkar	Senior Administrative Officer	

10	Mr. Rohit Jain	Student Representative	<i>Pain</i>
11	Ar. Anmol Warang	IQAC coordinator	<i>[Signature]</i> 18/2/23