

LSR/IQAC/2022-23/04

Date: 14th April, 2023

Internal Quality Assurance Cell

4th Meeting for Academic Year 2022-23

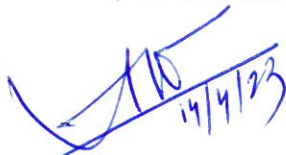
NOTICE

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 **21st April 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 18/02/2023 and discuss and approve Action Taken Report as applicable
2. Discuss End of Semester internal sessional marking status (for applicable semesters)
3. Discuss status of final examinations for applicable semesters
4. Discuss and prepare draft academic calendar for academic year 2023- 2024
 - a. Discuss individual subject teaching plans, design subject briefs and deliverables
 - b. Discuss status of initiatives taken for slow learners
 - c. Finalise locations and schedules for study trips
 - d. Discuss tentative dates for AAKAAR 2023-2024
5. Appraise all members on NAAC preparedness
6. Any other matter with permission of the chair



Ar. Anmol Warang



IQAC Coordinator, L.S.Raheja School of Architecture



14 APRIL 2023

**ACKNOWLEDGEMENT OF NOTICE FOR IQAC MEETING TO BE CONDUCTED
ON 21 APRIL 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	



16/4/23

Ar. Anmol Warang

Coordinator

IQAC

Enclosure : Notice informing of IQAC meeting to be conducted on 21st April 2023.



Minutes of Meeting: Internal Quality Assurance Cell

CALL TO ORDER:

Meeting No.	Day & Date	Time	Venue
04 (Academic Year 2022-23)	Friday, 21 April 2023	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

4th 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 18/02/2023 and discuss and approve Action Taken Report as applicable

Minutes of the IQAC meeting conducted on 18/02/2023 were read and approved, with no further changes or edits.

Action Taken Report:

All examinations being conducted as per university directives. All covid related concessions have now been cancelled and all protocols as per pre-covid norms are being followed. All rules and regulations as mandated by the university are followed in totality

Resolution no. 1: "Be it and it is hereby, **RESOLVED** that the Minutes of the Meeting of the IQAC held on 18/02/2023 along with the action taken report are confirmed and approved". The minutes were signed by the chairperson and IQAC coordinator

Agenda no. 2: Discuss End of Semester internal sessional marking status (for applicable semesters)

Summary of internal marks for all subjects for all applicable semesters discussed. The principal, examination committee chairperson and IQAC coordinator have reviewed the summary

marksheets for all semesters. Verification of the same has been done with individual subject marksheets.

Resolution no. 2: "Be it and it is hereby, **RESOLVED** that the internal sessional marksheets are completed as required and grace marks be added as per rules and university guidelines for all eligible students".

Agenda no. 3: **Discuss status of final examinations for applicable semesters**
All reports and documents prepared by the examination committee discussed. Theory and Viva Voce examinations to be conducted in offline mode as per SOPs and university directives. Examination committee chairperson, Member Ar. Sachin Prabhu, appraised all members about conduct of examinations. Sem 6 and Sem 10 examinations to be conducted as per MU timetable.

Resolution no. 3: "Be it and it is hereby, **RESOLVED** that final examinations for applicable semesters conducted / to be conducted as mandated".

Agenda no. 4: **Discuss and prepare draft academic calendar for next academic year 2023- 2024**

a. The Academic Calendar for 2023 - 2024 discussed. Tentative start date for new semester will be June 2023. All planning to be done as 100% offline mode. Sem 1 and Sem 2 of the previous academic year shall continue their academic schedule.

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. Suggestions from previous IQAC meetings have been incorporated in the draft academic calendar. The Teaching plans were shared and brief pointers were discussed. Dates for examinations, vivas etc were approved. It was recommended to invite a mix of academicians and practising professionals as jurors for sem5, sem 7 and sem 9 online viva voce examinations.

Respective class-incharges to take cognisance of the same while appointing jurors.

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, as an effort to tackle the dip in pass percentages observed.

The IQAC coordinator appraised all members that Individual Academic Reviews for each class for the previous academic year must be completed within 15 days of new semester beginning

- b. The model for the slow learner system employed at the institute was reviewed and found to be useful. The responsibility given to all class incharges and senior faculty for a group of students that were unable to cope up with the subjects of a particular semester shall be continued with. Faculty appointed regularly conduct additional online sessions with their group of students post college hours and assist them with completing pending work. Same model to be continued with.
- c. Tentative list of locations for study trips were discussed and it was decided that decisions be taken in the best interests of the students based on the curriculum of relevant subjects. Possibility of conducting an international study trip to either Germany or the United Kingdom in May-June instead of Oct-Nov was discussed.

- d. AAKAAR 2023-2024 shall be organised in offline format at the end of December 2023. Detailed schedule to be prepared to align with the academic calendar.

Resolution no. 4: "Be it and it is hereby, **RESOLVED** that the Academic Schedule is to be prepared in detail by IQAC coordinator and individual CICs and subject teacher shall prepare individual subject teaching learning plans and list of deliverables. The academic calendar must be followed in spirit as far as possible and any deviations be approved by the principal"

Agenda no. 5: **Appraise all members on NAAC preparedness**
IQAC coordinator informed all members that NAAC accreditation may be made mandatory for all HEIs regardless of the institute being run as per COA regulations, and hence preparedness for NAAC must be reviewed. Criteria wise responsibilities were discussed and it was decided to inform all respective teachers of their roles and responsibilities. Principal and IQAC coordinator to regularly review work done by all teachers and administrative staff. It is decided to finish the NAAC accreditation application process in the academic year 2023-2024.

Agenda no. 6 **Any other matter with the permission of the chair**

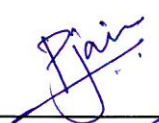
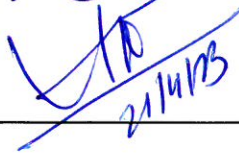
No other matter discussed by any member



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

**ATTENDANCE FOR IQAC MEETING CONDUCTED ON 21 APRIL, 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	
11	Ar. Anmol Warang	IQAC coordinator	 21/4/23