



Reference: LSR/BOG-CDC/2020-21/01
27th December 2020

NOTICE

SUB: MEETING OF THE BOARD OF GOVERNORS

A meeting of the Board of Governors of the institute is scheduled to be conducted on Monday, 4th January 2021 at 2:00pm at 1st Floor conference hall of L.S. Raheja School of Architecture, Raheja Education Complex, Kher Nagar, Bandra East to transact the following agenda

The meeting shall be conducted keeping in mind all Covid safety protocols as mandated by the government. All members are required to wear N95 masks, sanitize their surroundings and maintain social distancing at all times. All members are requested to follow all standard precautions to keep themselves safe from the pandemic.

AGENDA:

1. To read and confirm minutes of the last meeting of the Board of Governors held on Friday, 18th October 2019
2. To appraise members about the teaching-learning process related recommendations made and decisions taken by the IQAC through telephonic, email, online and physical meetings that have taken place through the Academic Year 2020-21, post the onset of the Covid-19 pandemic.
3. To appraise members about the student aid and support received during the pandemic, in terms of finances.
4. To discuss and approve the Budget for the financial year 2020-21 for the Institute
5. To discuss and appraise the members of the infrastructural preparedness for staff to have begun working at the premises and for aiding the online teaching learning process.
6. To appraise the members about the various programmes run at the Institute over the years 2020-21 in the online mode, statutory compliances followed for each programme, fee collection reports and overall progress made
7. To approve any new faculty appointments and appraise the members of faculty vacancies, if any, since the last meeting of the Board of Governors on Friday, 18th October 2019.
8. Any other point with permission of the Chair

Ar. Mandar V. Parab
Principal,
L. S. Raheja School of Architecture

**NOTICE****SUB: MEETING OF THE BOARD OF GOVERNORS (2020-21)**

Dear Members,

You are hereby informed that a meeting of the Board of Governors of the institute along with the College Development Committee is scheduled to be conducted on Monday, 4th January 2021 at 2:00pm noon at the 1st Floor conference hall of L.S. Raheja School of Architecture, Raheja Education Complex, Kher Nagar, Bandra East. You are requested to attend the meeting. Kindly acknowledge the receipt of the attached Notice by signing against your name in the table below.

Sr. No.	Name	Received Notice for BOG meeting scheduled on 4 th January 2021
1	Mr. S.N. Wadhwani President, Bombay Suburban Art and Craft Education Society	
2	Ar. Sandeep G. Raheja Vice-President, Bombay Suburban Art and Craft Education Society	
3	Mr. Arvind Tiwari Hon.Gen.Secretary, Bombay Suburban Art and Craft Education Society	
4	Ar. M.D. Chande Member	
5	Ar. Mandar Parab Principal LSRSOA, Member Secretary	

27.12.2020

Ar. Mandar V. Parab
Principal,
L. S. Raheja School of Architecture

Enclosure: Notice informing the Board of Governors of the meeting to be conducted on Monday, 4th January 2021.



Board of Governors (BOG) 2020-21

Minutes for the Meeting for Academic Year 2021-22

Date: 4th January 2021

The Minutes of the 1st meeting of the Board of Governors for the Academic Year 2020-21 was held on Monday, 4th January 2021 at 2:00pm in the Conference Room of the L.S.Raheja School of Architecture, Bandra (E).

List of members present -

- Mr. S.N. Wadhwani
- Ar. Sandeep G. Raheja
- Mr. Arvind Tiwari
- Ar. M.D. Chande
- Ar. Mandar Parab

List of Members absent -

None

President, Mr. S.N. Wadhwani chaired the meeting. The meeting commenced as the quorum was present. The Chairman asked the Member Secretary, Principal Ar. Mandar V. Parab to proceed with the agenda.

Agenda No. 1: *To read and confirm minutes of the last meeting of the Board of Governors held on Friday, 18th October 2019.*

The last physical meeting of the Board of Governors of L.S.Raheja School of Architecture was conducted on Friday, 18th October 2019, and no physical meeting has been conducted since due to the Covid-19 pandemic restrictions. All Covid-19 related protocol has been followed for this meeting.

The minutes of the meeting of the Board of Governors held on Friday, 18th October 2019 were read by the Member Secretary. All members confirmed the minutes.

As there were no pending matters from the minutes of the last meeting of the Board of Governors, the Chairman asked the Member Secretary to proceed with the next agenda after passing the following resolution.

Resolution No. 1: "Be it and it is hereby, **RESOLVED** that the Minutes of the Meeting of Board of Governors held on Friday, 18th October 2019 are confirmed and approved".
The minutes were signed by the Chairman and the Member Secretary.

Agenda No. 2: *To appraise members about the teaching-learning process related recommendations made and decisions taken by the IQAC through telephonic, email, online and physical meetings that have taken place through the Academic Year 2020-21, post the onset of the Covid-19 pandemic.*

- A. The Member Secretary appraised the members that the IQAC had been working diligently tackling the challenges of the shift to online teaching-learning, student related distress and other issues through the course of the lockdown period so far. A summary, of what was presented to the members of the CDC in a meeting just prior to this is as mentioned below:
- a. **Online examinations-** the winter examinations, at college and University level in 2020 had been shifted completely online, utilizing MCQ format for written papers and presentation format with a set time limit for viva-voce examinations. The procedure followed as per notices issued by the BOS as well as the University of Mumbai were discussed by the IQAC and a detailed SOP for writing the examination for students and conducting the examination for proctors was prepared.
 - b. **Student Feedback-** It had been decided upon by the IQAC to issue a Student Feedback form to understand the response of the students towards the online teaching-learning shift. A form created on Google forms was shared on 30th December 2020, the last day of the Winter examinations. The results of the form were mostly positive and were discussed recommendations given by the IQAC.
 - c. **Teaching of core syllabus and challenges faced-** ICT related purchases were made to aid online teaching.
Conclusion of the previous academic year (2019-20) through the initial part of lockdown and aspects that had formed part of rethinking the new academic year (2020-21) in terms of online education were discussed at IQAC meetings, like revised timetables, teaching pedagogy to suit the online medium and the use of G-suite for the institute.
 - d. **Admission for the new first year-** The entire process for admission of the first year occurred in December 2020 as per government notices. The first year is scheduled to begin on the 14th of January 2021.

- e. Other aspects like Social Welfare Receivables, Student and Staff Achievements were also taken up and discussed with recommendations and approvals where needed.

The members were happy with the functioning of the IQAC and the methods used to ease the transition to online teaching and learning and commended the systematic record. The Chairman asked the Member Secretary to proceed with the next agenda.

Agenda No. 3: *To appraise members about the student aid and support received during the pandemic, in terms of finances.*

The Member Secretary appraised the Board of Governors of the student aid received through the following points:

- A. To those students, who due to unavoidable circumstances were facing extreme difficulty in paying the fee in the academic year 2020-21, the trust offered them financial aid of Rs.25,000/- each, as an exceptional case, to help with payment of the fee. A total of 2 students from L.S.Raheja School of Architecture received this aid in the academic year 2020-21.
- B. Students who were unable to pay the entire fee for the academic year 2020-21 were allowed to pay in 2 to 4 installments, spread out through the academic year, following the Government notification received.

The members took cognisance of the appraisal given and the Chairman asked the Member Secretary to proceed with the next agenda.

Agenda No. 4: *To discuss and approve the Budget for the financial year 2020-21 for the Institute*

The Member Secretary appraised the members of the expenditures for upgrades made for improved online teaching, student aid, Covid-19 related safety protocols etc.

The details were taken cognisance of by the Board of Governors.

The Member Secretary placed a copy of the proposed budget for the year 2020-21 in front of the members. The budget was discussed and deliberated and was unanimously approved by the Board of Governors. The following resolution was passed in that regard.

Resolution No. 2:

"Be it and it is hereby, **RESOLVED** that the Budget Proposal for the Year 2020 –21 has been approved by the Board of Governors".

Agenda No. 5: *To discuss and appraise the members of the infrastructural preparedness for staff to have begun working at the premises and for aiding the online teaching learning process.*

The Member Secretary informed the members that Staff had begun to come to work at the premises in a staggered manner since October 2020, following complete Covid-19 protocol. Laptops and webcams had been purchased for those who did not have systems or compatible systems to conduct online lectures or carry out administrative work. All faculty have been provided with headphones and a microphone for taking online lectures. The premises is equipped with LAN ports and Wi-Fi so lectures can be taken online by faculty without having to sit in the staffroom, so the Covid-19 related protocol of social distancing is maintained.

An SOP to be followed by all staff members while on the premises was prepared by the IQAC. The entire premises is sanitized on a regular basis. Wearing Government specified masks at all times is mandatory.

On reading the SOP, the members commended the level of preparedness of the institute for the safekeeping of those working on the premises during the period of the Covid-19 pandemic. The Chairman asked the Member Secretary to proceed with the next agenda.

Agenda No. 6: *To appraise the members about the various programmes run at the Institute over the year 2020-21 in the online mode, statutory compliances followed for each programme, fee collection reports and overall progress made*

The Member Secretary appraised the committee of the updates regarding each programme run at the institute.

- A. **Bachelor of Architecture:** The admission process for FYBARCH is underway. Fee collection from Second to Fifth year Architecture is complete for almost all students not under Social Welfare, other than those who have requested for two to four instalments, graciously granted by the management keeping the pandemic affected financial situation in mind. The Social Welfare collection update was submitted along with the budget for the financial year 2020-21.

Statutory Compliances for B.Arch:

a. Fee Regulatory Authority -

- For Academic Year 2020-21: Recd. on 17nd January 2020 - approval for Rs.1,05,000/-
This was taken in as an Appeal for an increase
- Final Declaration for Academic Year 2020-21: Recd. on 17nd February 2020 - approval for Rs.1,08,000/-

- B. **Masters of Architecture (Landscape) Part Time:** Due to decreasing admissions, it was discussed and suggested after due deliberations that the course shall be discontinued post 2020-21. No new admissions will be taken in the academic year 2021-22. The course will continue to run till all admitted students graduate, post which it shall be terminated.

Statutory Compliances for B.Arch and M.Arch:

a. University of Mumbai affiliation -

- For Academic Year 2020-21: application submitted, yet to be received

b. Council of Architecture extension and approval of intake -

- For Academic Year 2020-21: Recd. on 15th June 2020

- C. **Bachelor of Vocation (Interior Design):** Admissions for FYBVoc has been completed at 59 students. Fee collection from First to Third year B.Voc. is also almost complete, other than those who opted for installment, as discussed in the budget.
- D. **Government Diploma in IDD (full time):** Admission for First year Govt. Dip. in IDD has been completed at 39 students. Fee collection is also almost complete, other than those who opted for installment, as mentioned in the budget.
- E. **Government Diploma in IDD (part time):** Admission for First year Govt. Dip. in IDD has been completed at 60 students. Fee collection is also almost complete, other than those who opted for installment, as mentioned in the budget.

Statutory Compliances for Govt. Dip. in ID:

a. Maharashtra State Board of Technical Education approval -

- For Academic Year 2020-21: Recd. on 16th July 2020

The Chairman took cognisance of the appraisal given and asked the Member Secretary to proceed with the next agenda after passing the following resolution.

Resolution No. 3: "Be it and it is hereby, **RESOLVED** that the institute has decided on the closure of the Masters of Architecture (Landscape) course, and that no new admissions will be taken in the academic year 2021-22".

Agenda No. 7: *To approve any new faculty appointments and appraise the members of faculty vacancies, if any, since the last meeting of the Board of Governors on on Friday, 18th October 2019.*

A. The Member Secretary appraised the members that there had been 3 new appointments and no resignations in the B.Arch section since the previous meeting on Friday, 18th October 2019.

SR. NO.	NAME OF FACULTY	NATURE OF THE APPOINTMENT	DATE OF JOINING
1.	Ar. Ninad Sansare	Assistant Professor on Probation	14 th January 2020
2.	Ar. Shraddha Palande	Assistant Professor on Probation	2 nd January 2021

The vacancies in staff are as listed below:

- 2 Associate Professors

B. The Member Secretary appraised the members of there having been no resignations and no new appointments in the B.Voc. (ID) section since the previous meeting on Friday, 18th October 2019.

The vacancies in staff are as listed below:

- 2 Associate Professors
- 1 Assistant Professors

Resolution No. 4: "Be it and it is hereby, **RESOLVED** that the Appointment of the 2 new faculty members as per above list have been accepted by the members of Board of Governors and shall be subject to ratification from the Council of Architecture and approval from the University of Mumbai."

Agenda No. 8: *Any other point with permission of the Chair*

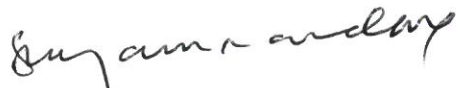
The Member Secretary appraised members of the Lecture and Workshop conducted by Ar.Fernando Menis from Tenerife, of the Canary Islands of Spain.

The lecture titled 'Reasons and Emotions' and the 4 day workshop titled 'Hatching Mumbai' conducted from the 27th to the 30th of January 2020, was a grand success. The students who signed up for

the workshop produced some exceptional designs with very interesting analysis and understanding of wind flow and perforations. The Member Secretary thanked the Board of Governors for their continuous support and encouragement.

The members noted the details and recommended hosting more such workshops in the future, post the pandemic.

There being no other point for discussions, the meeting concluded with the Member Secretary thanking the members for their presence.



Mr. S.N. Wadhwani
Honourable Chairperson



Ar. Mandar Parab
Member Secretary

**Board of Governors (BOG) 2020-21**

Attendance for the first Meeting for Academic Year 2020-21

MEETING NO.	DAY & DATE	VENUE	TIME
1 Academic Year 2020-21	Monday 4 th January, 2021	1st floor Conference Room LSRSA	2:00pm

List of Board of Governors:

Sr. No.	Name	Attended BOG meeting on 4 th January 2021
1	Mr. S.N. Wadhwani <i>President, Bombay Suburban Art and Craft Education Society</i>	
2	Ar. Sandeep G. Raheja <i>Vice-President, Bombay Suburban Art and Craft Education Society</i>	
3	Mr. Arvind Tiwari <i>Hon.Gen.Secretary, Bombay Suburban Art and Craft Education Society</i>	
4	Ar. M.D. Chande <i>Member</i>	
5	Ar. Mandar Parab <i>Principal LSRSA, Member Secretary</i>	