Reference: LSR/CDC/2022-23/04
17th February, 2023

NOTICE

SUB: COLLEGE DEVELOPMENT COMMITTEE (CDC) MEETING

This is to inform all the members of the College Development Committee (CDC) that the fourth meeting for the academic year 2022-2023 is scheduled to be conducted on Friday, March 3rd, 2023 at 02:00 pm at 1st Floor Conference Hall of L.S. Raheja School of Architecture, Raheja Education Complex, Kher Nagar, Bandra East to transact the following agenda

1. Read and approve minutes of meetings of the third CDC meeting for academic year 2022-23, held on 25th November, 2022 at L.S. Raheja School of Architecture
2. Appraise the members on academic progress for academic session 2022-23
    a. End of even semester examination for all classes
    b. Academic schedule for Semester 1 and Semester 2 (A.Y. 2022-2023)
    c. Defaulting students in each even semester
3. Appraise the members on the delayed Degree Distribution Ceremony for graduating batches of 2022.
4. Appraise the members on the status of NASA participation in NASA Convention 2022.
5. Update the members on the status of NAAC application.
6. Appraise members regarding functioning of all statutory committees
7. Appraise the members on the number of cancellations of admissions and vacancies (if any) for all programs.
8. Appraise the members on staff appointments and vacancies in 2022- 2023 (if any).
9. Discuss and approve infrastructural upgradation and changes during the summer break (if any)
10. To discuss reports of the Internal Quality Assurance Committee (IQAC) appraise the members on the recommendations of the IQAC.
11. Any other matter with the permission of the chair
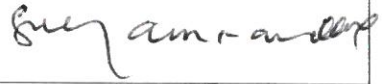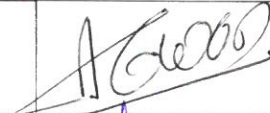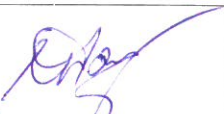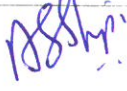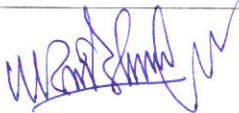
Ar. M. V. Parab
Secretary
College Development Committee
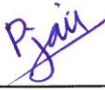
NOTICE

SUB: COLLEGE DEVELOPMENT COMMITTEE MEETING (2022-2023)

Dear Members,

You are hereby informed that the fourth meeting of the College Development Committee of the institute is scheduled to be conducted on Friday, 03rd March, 2023 at 02:00 pm at 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.
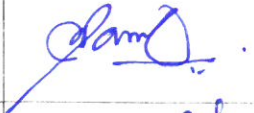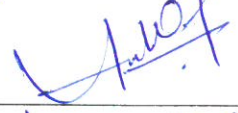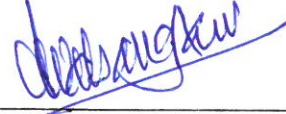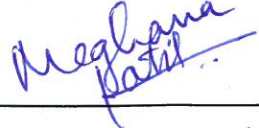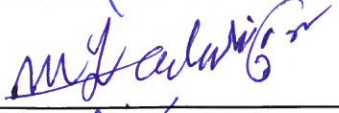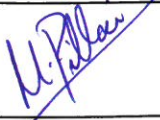
Sr. No.	Name	Designation	Received Notice for CDC meeting scheduled on 03rd March 2023
1	Mr. S. N. Wadhwani (President, Bombay Suburban & Craft Education society)	Ex-Officio chairperson	
2	Mr. Arvind Tiwari (Hon. Gen. Sec., Bombay Suburban & Craft Education society)	Secretary of Management	
3	Ar. D.D. Bhagwat (Practicing Architect)	Nominee of the Management from the Industry	
4	Mr. Conrad D'souza (Principal, SRIHM)	Nominee of the Management from the Education Field	
5	Ar. Amol Shimpi (Practicing Architect & Alumni)	Nominee of the Management from the Research Field	
6	Ms. Radha Ambekar (NGO)	Nominee of the Management from Social Service Field	
7	Ar. Mandar Parab (Principal, LSRSOA)	Member Secretary	
8	Ar. Anmol Warang (Asso. Prof, LSRSOA)	IQAC Coordinator	
9	Ar. Amit Valsangkar (HOD, B.Voc. ID)	Head of Department nominated by the Principal	
10	Ar. Sachin Prabhu (Professor, LSRSOA)	Member	

Raheja Education Complex,
Plot No. 341, Kher Nagar
Bandra (East), Mumbai - 400051.

Tel.: 022 6196 6666, 2647 5861
E-mail.: rahejaarch@lsrsa.edu.in
Website.: www.lsrsa.edu.in

Sr. No.	Name	Designation	Received Notice for CDC meeting scheduled on 03rd March 2023
11	**Ar. Meghana Patil** (Asso. Professor, LSRSOA)	Member	*(signature)*
12	**Ar. Umesh Pachigar** (Visiting Faculty, LSRSOA)	Member	*(signature)*
13	**Ar. Mridula Pillai** (Asst. Professor LSRSOA)	Member	*(signature)*
14	**Mr. Santosh Narkar** (Off. Spdt.)	Non- teaching Employee	*(signature)*
15	**Mr. Rohit Jain** (President, Student Council)	Student Representative	*(signature)*
16	**Mr. Srivibhu Viraj Amudalpally** (G.Sec. Student Council)	Student Representative	*(signature)*

(signature)

Ar. Mandar V. Parab
Member Secretary
College Development Committee

Enclosure : Notice informing of College Development Committee meeting to be conducted on Friday, 3rd March 2023.

College Development Committee 2022-23
4th Meeting for Academic Year 2022-23

Minutes of Meeting

Meeting No.	Day & Date	Time	Venue
04 (Academic Year 2022-23)	Friday, 03rd March 2023	02:00 pm	1st Floor, Conference Room, LSRSOA

The following Committee members were present for the meeting:

- Mr. S N Wadhwani
- Mr. Arvind Tiwari
- Ar. D.D. Bhagwat
- Mr. Conrad D'souza
- Ar. Amol Shimpi
- Ms. Radha Ambekar
- Ar. Mandar Parab
- Ar. Anmol Warang
- Ar. Amit Walsangkar
- Ar. Sachin Prabhu
- Ar. Umesh Pachigar
- Ar. Meghana Patil
- Ar. Mridula Pillai
- Mr. Santosh Narkar
- Mr. Rohit Jain
- Mr. Srivibhu Viraj Amudalpally

Attendees Absent: None

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

Agenda No. 1 *Read and approve minutes of meetings of the third CDC meeting for academic year 2022-23, held on 25th November, 2022 at L.S. Raheja School of Architecture*

Minutes of the third CDC meeting for the Academic year 2022-2023 conducted on 25th November 2022 were read by the Member Secretary and accepted with no further changes or edits.

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Bandra (East), Mumbai - 400051.

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Resolution No. 1

Be it and it is hereby, **RESOLVED** that the minutes of the meetings of the College Development Committee held on Friday, 25th November 2022 are confirmed and approved. Then minutes were signed by the Ex Officio Chairperson and Member Secretary.

Agenda No. 2

Appraise the members on academic progress for academic session 2022-23
   a. *End of even semester examination for all classes*
   b. *Academic schedule for Semester 1 and Semester 2 (A.Y. 2022-2023)*
   c. *Defaulting students in each even semester*

Professor, Ar. Sachin Prabhu appraised the members that all the examinations and Viva-voce examinations for even semesters (except Semester 4) shall be conducted in the second and third week of April 2023. He informed the members that Semester 4 examinations were scheduled for the first and second week of May 2023.

He informed the members that the Semester 1 examinations are scheduled from 10th April 2023. Semester 2, he added, will continue with regular classes after the examination till mid May 2023.

Member Secretary apprised the members of the CDC that classes will conclude on 31st March 2023 for Semester 6 and Semester 10 for B. Arch program and Semester 2 and Semester 4 for B. Voc (ID) program. A final list of defaulter students and students not eligible for end semester examinations will be displayed and parents will be notified from 3rd April 2023.

Agenda No. 3

Appraise the members on the delayed Degree Distribution Ceremony for graduating batches of 2022.

Assistant Professor, Ar. Mridula Pillai informed the members that there is an indefinite delay in the Degree Distribution Ceremony for the graduating batch of 2022 for the B. Arch, B. VOC (ID) and M. Arch programs. This delay was caused due to printing delays at the University of Mumbai. The University of Mumbai has assured that the degree certificates shall be available by the end of April 2023. Based on this time estimate Ar. Mridula Pillai told the members that the event shall be tentatively planned in the first week of May 2023.

Agenda No. 4	***Appraise the members on the status of NASA participation in NASA Convention 2022.***

The Member Secretary invited NASA incharge Ar. Neeta Sarode to appraise the CDC members on NASA participation by the institute in NASA convention 2022. Ar. Neeta Sarode informed the members that NASA competitions had begun in September 2022. She updated the members on the competitions submitted and completed by the student team. She further said that the tentative dates for the convention are in the month of May 2023.

Agenda No. 5	***Update the members on the status of NAAC application.***

IQAC coordinator, Ar. Anmol Warang briefed the committee on the work that had been done thus far with respect to the documentation and administrative processes necessary for the intended IIQA submission. He presented the names of the Criteria Incharges to the CDC members.

He presented the initial draft of budgetary provisions that shall be needed for the NAAC application process. He however requested time from the CDC to draft a final budget for approval.

Agenda No. 6	***Appraise members regarding on functioning of all statutory committees***

Senior Professor, Ar. Sachin Prabhu appraised the members that meetings of the IQAC, Internal Complaints Committee (ICC), Anti Ragging Committee (ARC) and Reserved Category Committee (RCC) were conducted as per schedule.

Associate Professor and President of the Internal Complaints Committee, Ar. Meghana Patil, informed the CDC members that a female student from First Year B. Voc (ID) had approached the Principal a sexual harassment grievance against a male student of First Year B. Voc (ID) on 14th December 2022. The ICC had conducted an emergency meeting on 14th December 2022 to ensure that the institute understands the complaint in entirety and extends unconditional support for the affected student. A follow up meeting was conducted on 15th December 2023 with both parents of the students involved.

Ar. Meghana Patil presented the detailed report and minutes of meetings for perusal of the Chairperson and Secretary of Management.

Agenda No. 7	**Appraise the members on the number of cancellations of admissions and vacancies (if any) for all programs.**

Non teaching employee, Office Superintendent Mr. Santosh Narkar appraised members that eight cancellations were done in B. Arch (4 in First year, 1 in Second year, 2 in third year and 1 in fourth year) and five admission cancellations (3 in first year and 2 in second year) were done in B. Voc (ID).

Agenda No. 8	**Appraise the members on staff appointments and vacancies in 2022- 2023 (if any)**

The Member Secretary appraised the members that Assistant Professor as per vacant staff positions in B. Arch and B. Voc (ID) programs, a round for Lecture Delivery evaluations, had been conducted in February 2023. Through this process one faculty had been identified for B. Arch program and would be joining in the month of March 2023. The Institute was unable to identify any Assistant Professor for B. Voc (ID) program. He presented the number of vacancies for various posts in all the programs.

Resolution No. 2	Be it and it is hereby, **RESOLVED** that a newspaper advertisement shall be put out to call for applications against faculty vacancies for the upcoming academic year.

Agenda No. 9	**Discuss and approve infrastructural upgradation and changes during the summer break (if any)**

The Member secretary informed the members that the Institute was planning upgradation and repairs of hardware and software in the computer lab. He also presented the task and item wise budget and provisions that were considered in this upgrade.
The Chairperson and Secretary of Management gave an immediate approval for this upgrade initiative.

Resolution No. 3	Be it and it is hereby, **RESOLVED** that L.S. Raheja School of Architecture shall upgrade its computer lab with appropriate hardware and software till the months of June 2023.

Agenda No. 10	To discuss reports of the Internal Quality Assurance Committee (IQAC) appraise the members on the recommendations of the IQAC.

The IQAC report was read and members were apprised of the recommendations of the IQAC conducted on 18th February 2023 by the IQAC coordinator. IQAC during the meeting conducted the following reviews

- First year academic year (2022-2023) academic calendar was drafted with 13 week schedules for approval from CDC.
- Mentee system incorporated for the First year batch of B. Arch program.

Agenda No. 11	Any other matter with the permission of the chair

Agenda No. 11a	Aakar highlights and event report

Professor, Ar. Sachin Prabhu, presented the events of 'AAKAR 2022-23' and shared the highlights of the event. He thanked the Chairperson, for gracing the Exhibition inauguration and Academic prize distribution ceremony. He updated the committee on the status of payments and the overall budgeted expenditure versus actual expenditure of the event.
He presented the Chairperson and Secretary of Management with the Institute's yearbook.

Agenda No. 11b	Summer break for students and faculty

The Member Secretary appraised the committee that all semesters, except Semester 2 will conclude on or before 10th May 2023. He put up the proposal for summer break for Semester 2 students from 15th May 2023 to 28th May 2023. He also recommended a summer break for the faculty during this period.
The Secretary of Management suggested that the faculty take their break in a staggered manner so as to efficiently finish the paper corrections and additional NAAC and administrative duties.
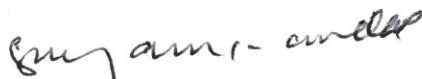
Resolution No. 4	Be it and it is hereby, **RESOLVED** that L.S. Raheja School of Architecture shall have a summer break for Semester 2 students of B. Arch program from 15th May 2023 to 28th May 2023 only.

Action to be taken The Principal to compile a staggered schedule for the faculty summer break to ensure efficient administrative progress and Semester 2 teaching learning process after they resume.

Agenda No. 11c *Highlights of International Study tour to Dubai in February 2023*

The Member Secretary presented the highlights of the international study tour to Dubai during the month of February 2023. He explained that for the next academic year the tour shall be planned around October - November 2023 for better student response and smooth functioning of teaching learning schedules.

Mr. Shyam Wadhwani
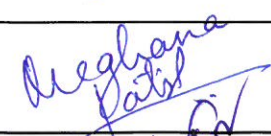Chairperson

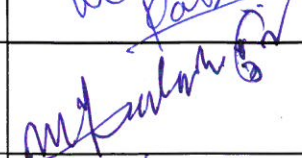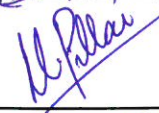**Ar. Mandar Parab**
Member Secretary
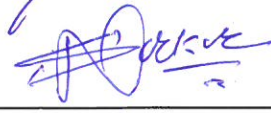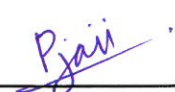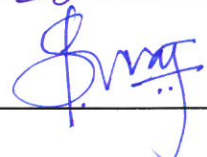
College Development Committee 2022-23
4th Meeting for Academic Year 2022-23

MEETING NO.	DAY & DATE	VENUE	TIME
4 Academic Year 2022-23	Friday 3rd March 2023	1st floor Conference Room LSRSOA	2:00PM

List of Members in the College Development Committee 2022-23:

Sr. No.	Name	Designation	Attendance Notice for CDC meeting scheduled on 03rd March 2023
1	Mr. S. N. Wadhwani (President, Bombay Suburban & Craft Education society)	Ex-Officio chairperson	
2	Mr. Arvind Tiwari (Hon. Gen. Sec., Bombay Suburban & Craft Education society)	Secretary of Management	
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5	Ar. Amol Shimpi (Practicing Architect & Alumni)	Nominee of the Management from the Research Field	
6	Ms. Radha Ambekar (NGO)	Nominee of the Management from Social Service Field	
7	Ar. Mandar Parab (Principal, LSRSOA)	Member Secretary	
8	Ar. Anmol Warang (Asso. Prof. LSRSOA)	IQAC Coordinator	
9	Ar. Amit Valsangkar (HOD, B.Voc. ID)	Head of Department nominated by the Principal	

7

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Sr. No.	Name	Designation	Attendance Notice for CDC meeting scheduled on 03rd March 2023
10	**Ar. Sachin Prabhu** (Professor , LSRSOA)	Member	
11	**Ar. Meghana Patil** (Asso. Professor, LSRSOA)	Member	
12	**Ar. Umesh Pachigar** (Visiting Faculty, LSRSOA)	Member	
13	**Ar. Mridula Pillai** (Asst. Professor LSRSOA)	Member	
14	**Mr. Santosh Narkar** (Off. Spdt.)	Non- teaching Employee	
15	**Mr. Rohit Jain** (President, Student Council)	Student Representative	
16	**Mr. Srivibhu Viraj Amudalpally** (G.Sec. Student Council)	Student Representative	

Ar. Mandar Parab
Member Secretary