



Reference: LSR/CDC/2023-24/04
12th March 2024

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 2023-2024 is scheduled to be conducted on Friday, March 29th, 2024 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 2023-24, held on 8th December, 2023 at L.S. Raheja School of Architecture
2. Appraise the members on academic progress for academic session 2023-24
 - a. End of even semester examination for all classes
 - b. Academic schedule for Semester 1 and Semester 2 (A.Y. 2023-2024)
3. Appraise the members of the Degree Distribution Ceremony for graduating batches of 2023.
4. Appraise the members on the status of NASA participation in NASA Convention 2023.
5. Update the members on the status of NAAC submission.
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 2023-2024 (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. Appraise members of the college conducting NATA examinations in the premises.
12. Appraise members on Aakar 2023-24
13. Appraise members on semester wise study tours
14. Any other matter with the permission of the chair

Ar. M. V. Parab
Member Secretary
College Development Committee



NOTICE


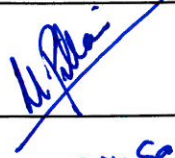
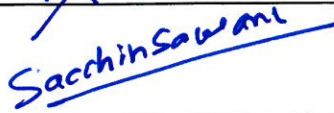


SUB: COLLEGE DEVELOPMENT COMMITTEE MEETING (2023-2024)

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, 29th March, 2024 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 29th March 2024
1	Mr. S. N. Wadhvani (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. Kaustubh Khanolkar (HOD. B.Voc. ID)	Head of Department nominated by the Principal	
10	Ar. Sachin Prabhu (Professor, LSRSOA)	Member	
11	Ar. Meghana Patil (Asso. Professor, LSRSOA)	Member	

Sr. No.	Name	Designation	Received Notice for CDC meeting scheduled on 29th March 2024
12	Ar. Milind Amle (Prof. Design Chair, LSRSOA)	Member	
13	Ar. Mridula Pillai (Asst. Professor LSRSOA)	Member	
14	Mr. Sachin Sawant (Off. Spdt.)	Non- teaching Employee	
15	Mr. Nimit Gada (President, Student Council)	Student Representative	
16	Ms. Yukta Rasal (G.Sec. Student Council)	Student Representative	
17	Mr. Bhumit Mandaliya (G.Sec. Student Council IDD)	Student Representative	NOT INCLUDED IN THE CDC MEETING SINCE THE ELECTED STUDENT IS FROM GOVT. IDD DEPT.


Ar. Mandar V. Parab
 Member Secretary
 College Development Committee

Enclosure : Notice informing of College Development Committee meeting to be conducted on Friday, 29th March 2024.

**College Development Committee 2023-24**

4th Meeting for Academic Year 2023-24

Minutes of Meeting

Meeting No.	Day & Date	Time	Venue
04 (Academic Year 2023-24)	Friday, 29th March 2024	02:00 pm	1st Floor, Conference Room, LSRSA

The following Committee members were present for the meeting:

- Mr. S. N. Wadhvani
- Mr. Arvind Tiwari
- Ar. D.D. Bhagwat
- Mr. Conrad D'souza
- Ar. Amol Shimpi
- Ms. Radha Ambekar
- Ar. Mandar Parab
- Ar. Anmol Warang
- Ar. Kaustubh Khanolkar
- Ar. Sachin Prabhu
- Ar. Meghana Patil
- Ar. Milind Amle
- Ar. Mridula Pillai
- Mr. Sachin Sawant
- Mr. Nimit Gada
- Ms. Yukta Rasal

Attendees Absent: Yukta Rasal

Mr. S. N. Wadhvani 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 2023-24, held on 8th December, 2023 at L.S. Raheja School of Architecture***

Minutes of the third CDC meeting for the Academic year 2023-2024 conducted on 8th December 2023 were read by the Member Secretary and accepted with no further changes or edits.

Resolution No. 1 Be it and it is hereby, **RESOLVED** that the minutes of the meetings of the College Development Committee held on Friday, 8th December 2023 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 2023-24***

a. End of even semester examination for all classes

b. Academic schedule for Semester 1 and Semester 2 (A.Y. 2023-2024)

Professor, Ar. Sachin Prabhu appraised the members that all the examinations and Viva-voce examinations for Semester 4 shall be conducted in the first week of May 2024 and Semester 2 shall be conducted in the first week of June. He informed the members that the Semester 1 examinations were concluded and the results were declared.

The ATKT examinations for all semesters will be conducted from 10th April 2024. Semester 2, he added, will continue with regular classes after the other examination till end May 2024, with exams in June 2024.

The Secretary of management recommended that if possible, the examinations for Semester 2 should be conducted in the last week of May 2024, so that the students can get a much deserved break for a week before resuming Semester 3.

Member Secretary apprised the members of the CDC that classes concluded on 29th March 2024 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 5th April 2024.

Agenda No. 3 ***Appraise the members of the Degree Distribution Ceremony for graduating batches of 2023.***

Assistant Professor, Ar. Mridula Pillai informed the members that the Degree Distribution ceremony for B. Arch program batch of 2023 will be held on 5th April 2024, Friday. She further clarified that the B. Voc (ID) ceremony shall be conducted on 12th April 2024. The ceremony will include Hi-Tea for parents and students.

Agenda No. 4 ***Appraise the members on the status of NASA participation in NASA Convention 2023.***

The Member Secretary invited NASA incharge Ar. Neeta Sarode to appraise the CDC members on NASA participation by the institute in NASA convention 2023. Ar. Neeta Sarode informed the members that NASA competitions had begun in June 2023 and concluded in February 2024. She updated the members on the competitions submitted and completed by the student team.

The Ex-Officio Chairperson asked if the students are able to cope up with the extensive duration of competition preparation. The Member Secretary appraised that additional guidance was offered to the to make up for Academic backlog if any.

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

IQAC coordinator, Ar. Anmol Warang informed the members that the Self Study Report (SSR) has been submitted on 17th February 2024 and the team is in process of responding to Clarifications and Revisions received from NAAC.

Agenda No. 6 ***Appraise members regarding 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 L.S. Raheja School of Architecture is in the process of establishing a Memorandum of Understanding (MOU) with Red Dot Foundation. This MOU will also include participating in Rainbow Circles, an initiative to encourage LGBTQIA+ inclusive campuses.

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. Sachin Sawant appraised members that one cancellation was done in B. Arch (1 in First year) and six admission cancellations (5 in first year and 1 in second year) were done in B. Voc (ID).

Agenda No. 8 ***Appraise the members on staff appointments and vacancies in 2023-2024 (if any).***

The Member Secretary appraised the members that vacancies have been identified for the B. Arch and B.Voc(ID) departments. Vacancy was identified in the administrative department of B. Arch as well. Members were requested for approval for advertisements to be scheduled for release in Newspapers in the first week of April 2024. The process of interviews and Lecture delivery evaluations shall begin after that.

Resolution No. 2 Be it and it is hereby, **RESOLVED** that a newspaper advertisement shall be put out to call for applications against faculty and non teaching staff 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 in the process of incorporating ERP for administrative and academic processes from the Academic year 2024-2025. He informed the members that a team was identified to make customized provisions in the software.

Resolution No. 3 Be it and it is hereby, **RESOLVED** that L.S. Raheja School of Architecture shall incorporate ERP and shall begin its use for Academic and administrative purposes from June 2024.

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 in 9th February 2024 by the IQAC coordinator. IQAC during the meeting conducted the following reviews

- Academic conclusion of all years for Academic Year 2023-2024 was finalized and presented to the CDC for approval.

Agenda No. 11 ***Appraise members of the college conducting NATA examinations in the premises.***

The Member Secretary apprised the members that the college intended to conduct NATA examinations in the premises on Saturday and Sunday. He informed the members that Ar. Sachin Prabhu shall take charge of efficiently conducting the examinations and will be attending the training sessions and meetings related to the examinations conducted by the Council of Architecture.

Agenda No. 12 ***Appraise members on Aakar 2023-24***

Professor, Ar. Sachin Prabhu, presented the events of 'AAKAR 2023-24' 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. 13 ***Appraise members on semester wise study tours***

Ar. Meghana Patil appraised the committee on the study tours conducted for Academic year 2023-24. Reports, feedback and photographs were presented for the members' perusal.

Agenda No. 14 **Any other matter with the permission of the chair**

Agenda No. 14a **Summer break for students and faculty**

With permission from the Ex Officio Chairperson, the Member Secretary apprised the committee that all semesters, except Semester 2 will conclude on or before 3rd May 2024. Semester 2 as discussed in the meeting shall be scheduled to conclude on or before 31st May 2024. He also recommended a staggered summer break for the faculty from 13th May 2024 to 31st May 2024.

Agenda No. 14b **Appointment of IQAC coordinator for Academic Year 2024-2025**

The Member Secretary apprised the members that current IQAC coordinator Ar. Anmol Warang, has applied for a 12 month sabbatical from active duty due to personal reasons, starting June 2024. He shall be available if needed for specific activities at mutually accepted schedules.

Member secretary recommended the appointment of a new IQAC Coordinator for the Academic year 2024-2025.

Resolution No. 4

Be it and it is hereby, **RESOLVED** that L.S. Raheja School of Architecture shall appoint a new IQAC Coordinator who shall take charge of responsibilities from June 2024.

Mr. Shyam Wadhvani
Chairperson

Ar. Mandar Parab
Member Secretary



College Development Committee 2023-24
4th Meeting for Academic Year 2023-24

MEETING NO.	DAY & DATE	VENUE	TIME
4 Academic Year 2023-24	Friday 29th March 2024	1st floor Conference Room LSR SOA	2:00PM

List of Members in the College Development Committee 2023-24:

Sr. No.	Name	Designation	Attendance Notice for CDC meeting scheduled on 29th March 2024
1	Mr. S. N. Wadhvani (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, LSR SOA)	Member Secretary	
8	Ar. Anmol Warang (Asso. Prof, LSR SOA)	IQAC Coordinator	
9	Ar. Kaustubh Khanolkar (HOD. B.Voc. ID)	Head of Department nominated by the Principal	

Sr. No.	Name	Designation	Attendance Notice for CDC meeting scheduled on 29th March 2024
10	Ar. Sachin Prabhu (Professor, LSRSOA)	Member	<i>Sachin</i>
11	Ar. Meghana Patil (Asso. Professor, LSRSOA)	Member	<i>Meghana Patil</i>
12	Ar. Milind Amle (Prof. Design Chair, LSRSOA)	Member	<i>Milind Amle</i>
13	Ar. Mridula Pillai (Asst. Professor LSRSOA)	Member	<i>M. Pillai</i>
14	Mr. Sachin Sawant (Off. Spdt.)	Non- teaching Employee	<i>Sachin Sawant</i>
15	Mr. Nimit Gada (President, Student Council)	Student Representative	<i>Nimit Gada</i>
16	Ms. Yukta Rasal (G.Sec. Student Council)	Student Representative	ABSENT. →
17	Mr. Bhumit Mandaliya (G.Sec. Student Council IDD)	Student Representative	NOT INCLUDED IN THE CDC MEETING ASCE ELECTED STUDENT IS FROM GOV. IDD DEPT.

Ar. Mandar V. Parab
Member Secretary