



LSR/IQAC/2024-25/02

Date: 18th November 2024

Internal Quality Assurance Cell

2nd Meeting for Academic Year 2024-25

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 **29th November 2024 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 meeting conducted on 19th July 2024 and discuss and approve Action Taken Report as applicable
2. Discuss the NAAC grade received, NAAC appeal and the way ahead with AQAR (Annual Quality Assurance Report)
3. Discuss the teaching plans and schedule of the Even semester and highlight modifications (if any).
4. Discuss Student feedback on Curriculum and Individual teachers for academic year 2023-2024
5. Discuss semester conclusion and check of teaching learning plans adherence till odd semester
 - a. Discuss completion within individual subject teaching plans
 - b. Discuss challenges faced and developments within design subject briefs and deliverables
 - c. Discuss the need to raise the concerns raised through stakeholder feedback with the Board of Studies.
 - d. Discuss the industrial visits conducted by the classes to enhance the teaching learning process for the odd semester of the academic year 2024-25.
 - e. Discuss the participation of COA organised TTP by the faculty members.
 - f. Discuss formation/ operations of committees such as NSS.
 - g. Discuss implementation of Additional Mentorship Initiative and its observed challenges (if any)

6. Discuss study tours (domestic and International)
 - a. The learning outcomes and achievement of academic intent
 - b. Organisational challenges (if any)
 - c. Student feedback
 - d. Suggestions for improving the trip experience
7. Discuss and finalize detailed schedule for AAKAR 2024
8. Discuss brief and timeline for organisation of Resonance student competition
9. Discuss topic and speaker list and schedule for organisation of COA Teacher training program
10. Appraise on the Internship Placement Drive conducted for B. Arch and B. Voc (ID) department
11. Discuss activities conducted under the various extra curricular Clubs
12. Discuss Value added Courses for German and Art Theory
13. Any other matter with permission of the chair





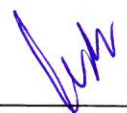
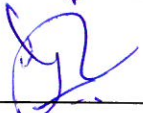

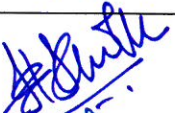

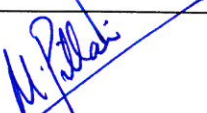
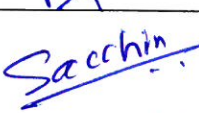
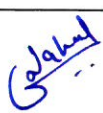
Ar. Meghana Patil

IQAC Coordinator,

L.S.Raheja School of Architecture

18th November 2024

Acknowledgement of Notice for IQAC Meeting to be conducted on 29th November 2024, 12:00 pm.

Sr. No.	Name of Member	Designation in committee	Signature
1	Ar. Mandar Parab Principal, LSRSOA	De-facto chairperson	
2	Mr. Arvind Tiwari Hon.Gen Sec - Bombay Suburban Art & Craft Education Society	Representative of Management	
3	Ar. M.D. Chande Member	Nominee from Local Society	
4	Ar. Geevith Tidiyanth Alumnus, LSRSOA & Practicing Architect	Nominee from Alumni	
5	Ar. Sachin Prabhu Professor, LSRSOA	Member Faculty	
6	Mr. Kaustubh Khanolkar Professor, B.Voc(ID), LSRSOA	Member Faculty	
7	Ar. Anuj Gudekar Associate Professor, LSRSOA	Member Faculty	
8	Ar. Mridula Pillai Assistant Professor, LSRSOA	Member Faculty	
9	Mr. Sacchin Sawant Office Superintendent, LSRSOA	Administrative Superintendent	
10	Mr. Nakul Gajjar President, Students Council	Student Representative	


Ar. Meghana Patil
IQAC Coordinator

Enclosure : Notice informing of IQAC meeting to be conducted on 29th November 2024.

**Internal Quality Assurance Cell**

2nd Meeting for Academic Year 2024-25

Minutes of Meeting

Meeting No.	Day & Date	Time	Venue
02 (Academic Year 2024-25)	Friday, 29th November 2024	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 Ar. Mandar V. Parab, Principal, L. S. Raheja School of Architecture.

ATTENDEES PRESENT:





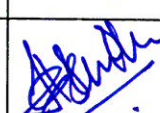
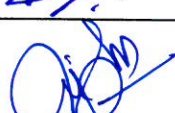
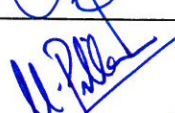
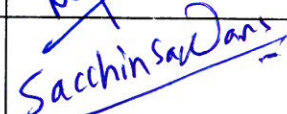
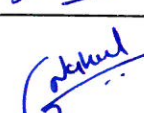
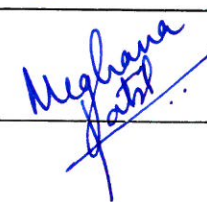
Ar. Mandar Parab
Mr. Arvind Tiwari
Ar. Geevith Tidiyanth
Ar. Sachin Prabhu
Mr. Kaustubh Khanolkar
Ar. Anuj Gudekar
Ar. Mridula Pillai
Mr. Sacchin Sawant
Mr. Nakul Gajjar
Ar. Meghana Patil

ATTENDEES ABSENT:

Ar. M.D. Chande

Signatures of members in attendance attached for reference

ATTENDANCE FOR IQAC MEETING
CONDUCTED ON 29th November 2024, 2:00 PM
VENUE: CONFERENCE ROOM, 1ST FLOOR

Sr. No.	Name of Member	Designation	Signature
1	Ar. Mandar Parab Principal, LSRSOA	De-facto chairperson	
2	Mr. Arvind Tiwari Hon.Gen Sec - Bombay Suburban Art & Craft Education Society	Representative of Management	
3	Ar. M.D. Chande Member	Nominee from Local Society	— ABSENT —
4	Ar. Geevith Tidiyanth Alumnus, LSRSOA & Practicing Architect	Nominee from Alumni	
5	Ar. Sachin Prabhu Professor, LSRSOA	Member Faculty	
6	Mr. Kaustubh Khanolkar Professor, B.Voc(ID), LSRSOA	Member Faculty	
7	Ar. Anuj Gudekar Associate Professor, LSRSOA	Member Faculty	
8	Ar. Mridula Pillai Assistant Professor, LSRSOA	Member Faculty	
9	Mr. Sacchin Sawant Office Superintendent, LSRSOA	Administrative Superintendent	
10	Mr. Nakul Gajjar President, Students Council	Student Representative	
11	Ar. Meghana Patil Associate Professor, LSRSOA	IQAC coordinator	

Ar. Meghana Patil
 IQAC Coordinator
 L.S. Raheja School of Architecture



Internal Quality Assurance Cell

2nd Meeting for Academic Year 2024-25

MINUTES OF MEETING:

The de-facto President, 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 meeting conducted on 19th July 2024 and discuss and approve Action Taken Report as applicable

Minutes of the IQAC meeting conducted on 19th July 2024 were read and approved, with no further changes or edits.

The minutes were signed by the chairperson and IQAC coordinator

Resolution no. 1: "Be it and it is hereby, **RESOLVED** that the Minutes of the Meeting of IQAC held on 19/07/2024 are confirmed and approved". The minutes were signed by the chairperson and IQAC coordinator.

Agenda no. 2: Discuss the NAAC grade received, NAAC appeal and the way ahead with AQAR (Annual Quality Assurance Report)

The members were apprised by the IQAC coordinator that the Institute has received a 'B' grade at the end of the First evaluation cycle. The NAAC core committee had discussed the received evaluation Report in detail and had decided to apply for a re-appeal for the received points under selected Quantitative matrices in Criteria 1,2,3,4,6 and 7. The re-appeal was submitted on 12th October 2024 and the Institute is awaiting any response from NAAC. The Management Representative recommended that the team should approach the NAAC helpdesk and request them for clarification on why the Institute is yet to receive any communication.

The IQAC coordinator clarified that the AQAR dates shall be finalized post the acceptance and result declaration for the NAAC Re-appeal.



Agenda no. 3: ✓ **Discuss the teaching plans and schedule of the Even semester and highlight modifications (if any).**

The teaching plans for Semester 2, Semester 4, Semester 6 and Semester 10 were presented by the IQAC Coordinator. The teaching plans had been discussed for each semester with the class team and the Principal. The recommendations were as follows

- Semester 2 - It was recommended by the Principal that documentation work of the Study tour be included as a part of the Architectural Representation and Detailing course work in Semester 2.
- Semester 4 - It was recommended that the technical teams should work on creating a bank of drawings as a reference for the courses of Building Construction and Building services.
- Semester 6 and Semester 10 - Recommendations were made to ensure that the final markings conclude before the last week of March. The first two weeks of April would be then used for assisting weaker students complete their requirements and the better coping students to enhance the representation and resolution of their work.

Agenda no. 4: ✓ **Discuss Student feedback on Curriculum and Individual teachers for academic year 2023-2024**

The student feedback for the Curriculum and the Individual teachers was presented to the members. The members studied and accepted the observations in the Curriculum feedback Report. The IQAC coordinator informed that individual teacher feedback was assessed and specific concerns related to Individual performance were identified and addressed during Individual Faculty Appraisal.

Resolution no. 2: "Be it and it is hereby, **RESOLVED** that the Feedback reports for Curriculum and Individual Teachers were accepted and found to be in order."

Agenda no. 5: ✓ **Discuss semester conclusion and check of teaching learning plans adherence till odd semester**

The IQAC coordinator presented the following observations with respect to the teaching learning plans and conclusion of the semester



a. Discuss completion within individual subject teaching plans

Members were appraised that the syllabus was completed in all semesters (Semester 1 yet to complete) with a few scheduling modifications in the original teaching plans.

b. Discuss challenges faced and developments within design subject briefs and deliverables

Semester 3 - The students were able to explore form well as a part of the objectives. It was observed that the material exploration got restrictive. It was recommended that in the following year, the brief could be tweaked to respond better to the material exploration.

Semester 5 - The brief was observed to have included too many parameters, which included the stakeholder considerations, design with existing and designing in a grid. All these parameters limited the design exploration by the students. It may be considered that the next briefs could have only one or two parameters for design consideration to allow better exploration.

Semester 7 - It was observed that some of the groups had a very prototypical approach to design. It was recommended that feedback be collected and the faculty be briefed appropriately for better output in the following year.

c. Discuss the need to raise the concerns raised through stakeholder feedback with the Board of Studies.

It was discussed that the stakeholder feedback should be sent as a copy to the Board of Studies. The Board of Studies is known to be working on a reform incorporating NEP. Hence the Principal proposed that the Institute should wait till the reforms in syllabus are received. In the meanwhile, it was recommended by the Principal that the stakeholder feedback be submitted to the University of Mumbai for their record.

d. Discuss the industrial visits conducted by the classes to enhance the teaching learning process for the odd semester of the academic year 2024-25.

The IQAC coordinator presented the details of the Site visits conducted for the various semesters over the first half of the Academic Year. The visit to Conrad hotel was highlighted to be the most fulfilling for the Final year students. It was recommended by the Representative of the Alumni that the Conrad Site visit be opened up for participation (limited numbers) for Visiting and Core faculty. This he suggested would be a good way for the faculty to expand on their knowledge.



The members were apprised that the Semester 2 study tour would be planned in the month of February.

e. Discuss the participation of COA organized TTP by the faculty members.

The IQAC coordinator apprised that the Institute has paid the mandated COA fees for Teacher Training program participation for the Academic year 2024-25. The Principal insisted that it should be ensured that the faculty should take benefit and ensure the mandated number of participations should be fulfilled.

f. Discuss formation/ operations of committees such as NSS

The IQAC coordinator apprised that the NSS unit is an established committee within the Institute, under Assistant Professor, Ar. Ninad Sansare. However, since Ninad has now shifted to a part time association with the Institute, the Principal will have to assess and appoint a new coordinator for NSS and its activities. The Principal noted the matter. Member faculty, Ar. Sachin Prabhu recommended that a guideline be set up for conducting the procedures of NSS hence forward.

g. Discuss implementation of Additional Mentorship Initiative and its observed challenges (if any)

The IQAC coordinator presented that the Additional Mentorship Initiative introduced this Academic year was so far functioning as expected. Member Faculty Ar. Mridula Pillai showed a sample of the interaction form and notes of interaction. The overall progress on the Initiative was appreciated.

Resolution no. 3: "Be it and it is hereby, **RESOLVED** that the Stakeholder Feedback Survey Must be sent to the University of Mumbai for their record."

Agenda no. 6: Discuss study tours (domestic and International)

The IQAC coordinator with permission from the Chairperson, invited Ar. Swanand Mahashabde (Study Tour Incharge) to present an update on the Study tours for Semester 3 and Semester 5. The Semester 3 students went on a tour to Chennai- Mahabalipuram- Auroville and Semester 5 students traveled to Delhi - Agra- Dharamshala - Amritsar - Chandigarh



a. The learning outcomes and achievement of academic intent

The learning outcomes identified for both the trips were satisfactorily met. The third year would be able to link their observations and learnings from the memorials and museums they visited into their Semester 6 project. The Second year was able to observe and understand the Temple architecture from the South of India which is a part of their Semester 4 syllabus.

b. Organizational challenges (if any)

Semester 5 - It was observed that the circuit was extensive with respect to the number of cities covered. Hence a lot of time was spent in travel. Some cases the number of structures visited did not compensate for the extensive travel to reach the city.

c. Student feedback

Student feedback collected for both the semesters were favorable, apart from some basic suggestions received on the food variety, comfort for accommodation and entry procedures to monuments.

d. Suggestions for improving the trip experience

For farther locations it is recommended that flight travel be considered. Or if budget limitations are a concern for some, the choice can be offered to travel by flight or train.

Resolution no. 4: "Be it and it is hereby, **RESOLVED** that the Study tour reports have been reviewed and accepted."

Agenda no. 7: Discuss and finalize detailed schedule for AAKAR 2024

Member Faculty and Aakar Incharge, Ar. Sachin Prabhu presented the final schedule for Aakar. This Academic year onwards it is decided that the student festival shall be conducted as three separate events namely AAROHAN - the sports event, AAKAR - the Academic exhibition and ALANKAR - the cultural fest. AAROHAN shall be conducted 18th December to 24th December 2024. AAKAR and ALANKAR shall be conducted from 20th January 2025 to 26th January 2025. The Principal requested that the budget for the three events be prepared and submitted for approval so as to avoid delays in the procurements and payments.



Agenda no. 8: Discuss brief and timeline for organisation of Resonance student competition

Member faculty Ar. Mridula Pillai presented the proposal for the revival design competition Resonance. This is scheduled for December- January 2025. However the members pointed out that this will be the only time that AAKAR and AAROHAN can be conducted across Institutions and hence it was recommended that Resonance be introduced at the beginning of the next academic year.

Resolution no. 5: "Be it and it is hereby, **RESOLVED** that Resonance shall be conducted in the beginning of Academic Year 2025-26."

Agenda no. 9: Discuss topic and speaker list and schedule for organisation of COA Teacher training program

The Principal requested Ar. Swanand Mahashabde to present the proposal for COA TTP scheduled from 3rd March 2025 to 7th March 2025. The TTP was based on the topic Decolonizing Education in Architecture. The tentative list of speakers included stalwarts like Ar. Yatin Pandya, Ar. Guruprasad Rane, Dr. Sheema Fatima and others. The members appreciated the curation of the topics and speakers and wished the team success for the Teacher Training Program.

Agenda no. 10: Appraise on the Internship Placement Drive conducted for B. Arch and B. Voc (ID) department

Member faculty Ar. Anuj Gudekar presented the Internship drive report for Semester 7 students for their Internships during Semester 8. It was conducted on 21st October 2024. 65 students participated and were able to appear for interviews.

The Placement drive for B. VOC (ID) was conducted on 22nd November 2024. 36 students participated in the drive. The chairperson recommended that the Drive for the B. Voc (ID) could be planned earlier next year to increase the participation.

Agenda no. 11: Discuss activities conducted under the various extra-curricular Clubs

The IQAC Coordinator that the Clubs started at the beginning of the Academic year were very active and were conducting some interesting activities. She presented the report of activities done thus far. The chairperson recommended a few more events that could be conducted under the Green Club and the Movie Club.



Agenda no. 12: Discuss Value added Courses for German and Art Therapy

The IQAC coordinator appraised the members that the Value Added course for German was not getting the response as expected from the students. It was observed that the attendance was dwindling. The increase in Academic pressure led to two students withdrawing from the course as well. The Chairperson made a note of the same and recommended that a discussion be held with the participating students and the German faculty to check if schedule alterations can be done to benefit the students and overall completion of the Value Added Course.

Agenda no. 13: Any other matter with permission of the chair

Agenda no. 13a: Discuss the observations by the PEER team and its incorporation in the next Academic Year

The IQAC coordinator presented the PEER Team Visit report. The members discussed the suggestions one by one. The possibilities of inclusion in the next academic year were discussed and recommendations were made. The Chairperson recommended that a separate meeting should be held to discuss the suggestions in detail and take appropriate actions on the same.

It was noted that the Computer Lab should be upgraded with respect to hardware and software both.

Resolution no. 6: "Be it and it is hereby, **RESOLVED** that the Computer Lab Upgrade shall be undertaken before Financial year end. A proposal for the Computer Lab Hardware and Software Upgrade be presented during CDC for approval."

Agenda no. 13b: Appraise on the Teacher Training Program conducted in collaboration with Glass Academy in August 2024

Member faculty Ar. Mridula Pillai presented the report of the Teacher Training Program titled Future of Safe and Sustainable Glass Solutions in collaboration with Glass Academy. This was conducted from 1st August 2024 to 3rd August 2024. The program was offline and witnessed enthusiastic participation across Maharashtra.



Agenda no. 13c: Appraise the Members on Urban Thinkers Campus hosted by the Red Dot foundation in the month of August 2024.

The IQAC coordinator appraised that under the MOU signed with the Red Dot Foundation, the Institute Hosted the Urban Thinkers Campus on 22nd August 2024 and 23rd August 2024. This is an International Annual event in collaboration with the United Nations. The theme of this Urban Thinkers Campus was Safe and Inclusive Housing for All. This event had 80 students participating from Semester 7 and 8 faculty members from B. Arch.



Ar. Mandar Parab

De-facto Chairperson,
L.S. Raheja School of Architecture



Ar. Meghana Patil

IQAC Coordinator,
L.S. Raheja School of Architecture

Bombay Suburban Art and Craft Education Society's

L.S. Raheja School of Architecture

Internal Quality Assurance Cell

Action Taken Report for

2nd Meeting for Academic Year 2024-2025

The IQAC convened for its 2nd meeting for the Academic Year 2024-25 on 14th July 2024. As per recommendations and suggestions discussed during the meeting, the following actions were taken.

Teaching and nonteaching staff were given instructions by the Principal and IQAC coordinator, as and when required, based on their role and responsibilities.

Agenda no. 7: Discuss and finalize detailed schedule for AAKAR 2024

The Aakar budgets and comparative quotations were collected from each Committee. Modifications and additions as and were necessary were completed and the Finalized Compiled budget was submitted to the Management for approval.

Agenda no. 8: Discuss brief and timeline for organisation of Resonance student competition

Ar. Mridula Pillai and Ar. Divya Menon started work on a broad idea for the Resonance brief. A preliminary draft was discussed with the Principal and senior faculty. Recommendations were made to make the brief more inclusive of various briefs that could be floated at colleges across the country. The final copy of the brief is ready for introduction at the beginning of the following academic year.

Agenda no. 12: Discuss Value added Courses for German and Art Therapy

A meeting was conducted between the teacher- Ms. Yogita Sawale and the participating students. It was decided that classes would resume in offline mode. Most students chose to withdraw from the classes due to challenges of managing academic pressures. Only four students would now continue with the classes and complete 120 hours.

Agenda no. 13a: Discuss the observations by the PEER team and its incorporation in the next Academic Year

The Computer Lab inventory was checked and a list of possible upgrades was made. Possible vendors have been identified and quotations have been requested. The procurement shall begin after budget approvals.



Ar. Mandar Parab

De-facto Chairperson,
L.S. Raheja School of Architecture



Ar. Meghana Patil

IQAC Coordinator,
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