



LSR/IQAC/2024-25/03

Date: 30th January, 2025

Internal Quality Assurance Cell

3rd 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 **7th February 2025 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 29th November 2024 and discuss and approve Action Taken Report as applicable
2. Discuss and approve scheduling of activities as per academic calendar
 - a. Semester 1 Examination and the result declaration process for B. Arch
 - b. Schedule for ATKT examinations and Viva Voce examinations
 - c. Schedule for end Semester examination for Even semesters for academic year 2024-25
 - d. Report on AAKAAR held in January 2025
3. Discuss examination committee reports for Odd sem. AY 2024-25
4. Discuss hosting of COA TTP before end of Academic year 2024-25
5. Discuss NASA status of participation and schedule of Annual NASA convention
6. Discuss SIDCA participation details and expected results Schedule
7. Discuss the schedule of Convocation for graduating batch of 2024.
8. Discuss the implemented ERP running status for B. Arch and B. Voc (ID)
9. Discuss upgradation of computers in the Computer Lab
10. Discuss purchase of 3D printer and laser cutting machine as a part of developing a FAB LAB for the institute
11. Appraise all members on NAAC re-appeal status
12. Any other matter with permission of the chair


Ar. Meghana Patil
IQAC Coordinator,

L.S.Raheja School of Architecture

ACKNOWLEDGEMENT OF NOTICE FOR IQAC MEETING ON 7th February 2025, 2:00 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 7th February 2025

**Minutes of Meeting: Internal Quality Assurance Cell**

Meeting No.	Day & Date	Time	Venue
03 (Academic Year 2024-25)	Friday, 7th February 2025	02:00 pm	1st Floor, Conference Room, LRSOA

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.

The meeting commenced at 2:00pm and was presided over by the de-facto chairperson.

ATTENDEES PRESENT:

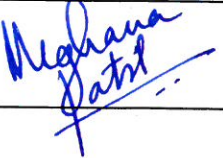
Ar. Mandar Parab
Mr. Arvind Tiwari
Ar. M.D. Chande
Ar. Geevith Tidiyanth
Ar. Sachin Prabhu
Mr. Kaustubh Khanolkar
Ar. Anuj Gudekar
Ar. Mridula Pillai
Mr. Sacchin Sawant
Mr. Nakul Gajjar
Ar. Meghana Patil

ATTENDEES ABSENT:

Mr. Nakul Gajjar

Signatures of members in attendance attached for reference

ATTENDANCE FOR IQAC MEETING CONDUCTED ON 7th FEBRUARY 2025, 2:00 PM.
VENUE: CONFERENCE ROOM, 1ST FLOOR

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	ABSENT
11	Ar. Meghana Patil Associate Professor, LSRSOA	IQAC coordinator	



Ar. Meghana Patil

IQAC Coordinator

L.S. Raheja School of Architecture

Internal Quality Assurance Cell
3rd Meeting for Academic Year 2024-25

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 meeting conducted on 29th November 2024 and discuss and approve Action Taken Report as applicable**

Minutes of the IQAC meeting conducted on 29th November 2024 were read and approved, with no further changes or edits.

The minutes were signed by the chairperson and IQAC coordinator

AS per
Notice
10/12/24

Resolution no. 1: "Be it and it is hereby, **RESOLVED** that the Minutes of the Meeting of Internal Quality Assurance Cell held on 29th November 2024 are confirmed and approved". The minutes were signed by the chairperson and IQAC coordinator.

Agenda no. 2: **Discuss and approve scheduling of activities as per academic calendar**

a. Semester 1 Examination and the result declaration process for B. Arch

Member Faculty, Ar. Sachin Prabhu appraised the members that the first Semester for B. Arch for Academic year 2024-25 has concluded. The internal marks had been received by the Examination Committee and the paper checking was in process. He estimated that the results shall be displayed before mid-March 2025.

b. Schedule for ATKT examinations and Viva Voce examinations

The examination committee presented the schedule for ATKT and Viva Voce examinations for the B. Arch and B. Voc(ID) departments. The schedule was accepted without any changes.

c. Schedule for end Semester examination for Even semesters for academic year 2024-25

The examination committee presented the schedule for end Semester examinations for the B. Arch and B. Voc(ID) departments. The academic discourse was to conclude in March last week and the examinations were scheduled from



the first week of April. The schedule was accepted without any changes.

d. Report on AAKAAR held in January 2025

Member faculty, Ar. Sachin Prabhu presented the report for Aakar 2025 conducted from 20th January 2025 to 26th January 2025. The members praised the exhibition put up by the staff and students. The management representative appreciated the coordination and efficiency with which the staff and students organised the festival. He further instructed the Chairperson to ensure that the final bills and payments be cleared before 20th February 2025.

Resolution no. 2: "Be it and it is hereby, **RESOLVED** that the Academic semester has progressed satisfactorily."

Agenda no. 3: **Discuss examination committee reports for Odd Sem. AY 2024-25**
Member Faculty, Ar. Sachin Prabhu presented the Examination committee report on the results published for Odd Semester examinations for the academic year 2024-25. The pass percentages were discussed. The members made a note of the Internal sessional ATKT percentages. It was observed that the overall percentages in individual subjects had improved. The number of ATKT students had neither shown a drastic increase or decrease.

Agenda no. 4: **Discuss hosting of COA TTP before end of Academic year 2024-25**
The IQAC Coordinator appraised that the Institute was planning on hosting a Teacher Training Program (TTP) in the month of March 2025. Ar. Swanand Mahashabde and Ar. Charvi Kamat were curating a TTP on 'Decolonizing Education in Architecture'. IQAC Coordinator presented the tentative schedule and speaker list for the event. The schedule and speaker list was approved without any concerns.

Resolution no. 3: "Be it and it is hereby, **RESOLVED** that the Institute shall coordinate and host a Council of Architecture approved Teacher Training Program (TTP) titled 'Decolonizing Education in Architecture' in the first week of March 2025.



Agenda no. 5: Discuss NASA status of participation and schedule of Annual NASA convention

The IQAC Coordinator invited Ar. Neeta Sarode to present the update on NASA participation for Academic year 2024-25. She presented a detailed report on the participation in all trophies till date and further informed that the Annual NASA convention was scheduled during June 2nd week at Punjab. She presented a tentative number of participants for the Convention.

Agenda no. 6: Discuss SIDCA participation details and expected results Schedule

HOD B. Voc (ID) ID. Kaustubh Khanolkar presented a report of participation in the SIDCA competition. He appraised the members that a total of 7 teams had participated under Commercial, Residential and Product design categories. The results for the Commercial category were declared and the other two categories were awaited. He further added that the Institute won the 1st and 2nd prize at Zonal level and the 2nd Prize at All India Level. Management Representative Mr. Arvind Tiwari congratulated the team and mentors and wished them the best for the expected results.

Agenda no. 7: Discuss the schedule of Convocation for Graduating batch of 2024

The IQAC Coordinator informed the members that the Institute had received the Graduation certificates for the Batch of 2024 for Bachelor of Architecture and Bachelor of Vocation (Interior Design) from the University of Mumbai. However the University had recalled all the marksheets due to printing errors. This she informed would delay the Degree Distribution ceremony for both the programs. The IQAC coordinator updated that the Convocation would be planned upon receiving all the rectified certificates.

Agenda no. 8: Discuss the implemented ERP running status for B. Arch and B. Voc (ID)

The Chairperson invited Ar. Arun Fizarido to present the report of Implementation of ERP. He appraised the members that the team is in process of incorporating the Admin module along with the Academic module.



Agenda no. 9:

Discuss upgradation of computers in the Computer Lab

The IQAC coordinator apprised that during the PTV an upgrade in the software and the hardware in the computer lab was recommended. So as discussed in the previous meetings the IT team has identified the systems in the computer lab that needed an upgrade. They presented a budget for the same. The Management Representative asked the team to look at quotations from vendors who are willing to include software packages along with the purchase of new hardware. He said that the budget can only be sent for re-approval after this market survey.

Agenda 10:

Discuss purchase of 3D printer and laser cutting machine as a part of developing a FAB LAB for the institute

The Chairperson Ar. Mandar Parab apprised that, as recommended by the PTV team, the Institute is contemplating investment in creating a FAB LAB. This would include a 3D printer and laser cutting machine. He said that a team of teachers will soon start a market survey and finalize a budget for procuring the machines.

Resolution no. 4:

"Be it and it is hereby, **RESOLVED** that the Institute shall procure a 3D printer and Laser cutting machine before the beginning of the next Academic year.

Agenda 11:

Appraise all members on NAAC re-appeal status

The IQAC Coordinator apprised the members that due to a Technical glitch the Initial Re-appeal was not submitted as expected on 20th December 2024. This matter was then escalated to the NAAC grievance committee, following which an online meet was conducted by the NAAC body with the NAAC director. This meeting was held on 7th January 2025 and The IQAC coordinator and Principal presented the grievances in detail along with the necessary documentation. The NAAC portal was now opened and the NAAC grievance redressal team had instructed the Institute to resubmit the DVV (Only for the appealed matrices) on or before 19th February 2025. IQAC coordinator further clarified that the senior teachers team was ready with the data for upload and will complete it before the mandated date.

Agenda 12:

Any other matter with permission of the chair

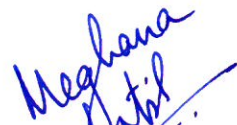
Agenda 12a:

Appraise on 1st Year Study tour to Kerala

The IQAC Coordinator informed that the 1st year study tour was planned to Kerala this academic year. The students were departing on 8th February 2025 for the tour. This tour was curated to include a blend of modern and traditional Architecture in Kerala. This tour also included documentation of a Mana (Heritage home) near Pattambi. The Management representative appreciated the persistent



Ar. Mandar Parab
De-facto chairman,
L.S. Raheja School of Architecture



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

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Internal Quality Assurance Cell

Action Taken Report for

3rd Meeting for Academic Year 2024-2025

The IQAC convened for its 3rd meeting for the Academic Year 2024-25 on 7th February 2025. 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. 2:** **Discuss and approve scheduling of activities as per academic calendar**
- a. Semester 1 Examination and the result declaration process for B. Arch**
The first Semester result was displayed 10th March 2025. The individual marksheets were also distributed by classincharges to all the students.
 - d. Report on AAKAAR held in January 2025**
Bills for all Aakar committees were collected and payments were concluded till mid- March 2025. There were a few delays in payment due to pending receipts of final Bills from vendors or course conductors.

- Agenda no. 9:** **Discuss upgradation of computers in the Computer Lab**
Final budget for approval had been sent up to the Management and accounts team. The procurement shall be completed after payment is released.

- Agenda 10:** **Discuss purchase of 3D printer and laser cutting machine as a part of developing a FAB LAB for the institute**
Ar. Anuj Gudekar has presented a Report on vendors and cost of the 3D printer inclusive of Budget. This has been sent to the management for approval.

- Agenda 11:** **Appraise all members on NAAC re-appeal status**
The Re-DVV is submitted and the final Assessment result for NAAC cycle 1 is expected soon.



Ar. Mandar Parab

Principal

L.S. Raheja School of Architecture



Ar. Meghana Patil

IQAC Coordinator

L.S. Raheja School of Architecture