LSR/IQAC/2024-25/04
Date: 01st April, 2025

Internal Quality Assurance Cell
4th 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 **18th April 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 7th February 2025 and discuss and approve Action Taken Report as applicable
2. Discuss End of Semester internal sessional marking status (for applicable semesters)
3. Appraise on conducted University and College Examinations for applicable semesters
4. Discuss numbers of eligible and non eligible candidates from each Semester for admission to the next academic year
5. Discuss the applications received for admissions to Semester 3 and Semester 5 for Academic Year 2025-2026
6. Discuss and approve draft academic calendar for academic year 2025-26
   a. Discuss Time table and Class Incharge allotments for Academic year 2025-2026
   b. Discuss important events to be included in Academic calendar 2025-2026
7. Discuss the progress of ERP incorporation for B. Arch and B. Voc(ID)
8. Discuss the identification of Visiting faculty for Academic year 2025-2026
9. Discuss Value Added Courses for Academic year 2025-2026
10. Discuss Visiting faculty engagement during Academic Year 2024-25
11. Appraise all members on NAAC grade received and AQAR submission schedule
12. Appraise upgradation of Computer Lab
13. Appraise all members on the COA TTP hosted by the Institute
14. 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 TO BE CONDUCTED ON 18th April 2025, 2:00 PM

Sr. No.	Name of Member	Designation in committee	Signature
1	**Ar. Mandar Parab** Principal, LSRSOA	De-facto chairperson	10/04/2025
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
Coordinator
Internal Quality Assurance Cell
Enclosure : Notice informing of IQAC meeting to be conducted on 18th April 2025.

Minutes of Meeting: Internal Quality Assurance Cell

CALL TO ORDER:

Meeting No.	Day & Date	Time	Venue
04 (Academic Year 2024-25)	Friday, 18th April 2025	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.

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
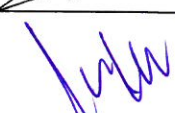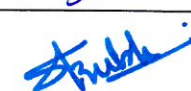Mr. Nakul Gajjar
Ar. Meghana Patil
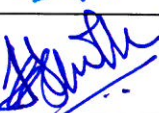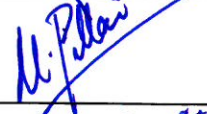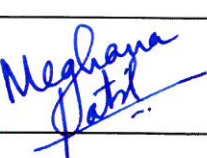
ATTENDEES ABSENT:

Mr. Nakul Gajjar

Signatures of members in attendance attached for reference

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

Tel.: 022 3121 8777 / 78
E-mail: rahejaarch@lsrsa.edu.in
Website: www.lsrsa.edu.in

ATTENDANCE FOR IQAC MEETING CONDUCTED ON 18th April 2025, 2:00 PM.
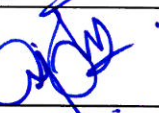**VENUE: CONFERENCE ROOM, 1ST FLOOR**

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	
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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	Sacchin Sawant
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
4th 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 7th February 2025 and discuss and approve Action Taken Report as applicable**
Minutes of the IQAC meeting conducted on 7th February 2025 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 Internal Quality Assurance Cell held on 7th February 2025 are confirmed and approved". The minutes were signed by the chairperson and IQAC coordinator.

Agenda no. 2:   **Discuss End of Semester internal sessional marking status (for applicable semesters)**
The IQAC Coordinator invited individual Class Mentors to present the update on compilation of final Sessional marks for the Odd Semesters. It was observed that the number of Sessional failures was high. It was discussed at individual semester levels and suggestions were given by the Chairperson to vary the type of assessments. This he recommended would allow the students to improve their subjectwise score. It was discussed that the Examination committee should compile a report at the end of the Semester to assess the percentage of sessional failures. The Chairperson also recommended that a Standard marking procedure should be drafted and approved by the IQAC for the following year. He instructed the IQAC coordinator and senior faculty members to present a draft of the same in the following IQAC meeting.

Resolution no. 2:   "Be it and it is hereby, **RESOLVED** that a standard set of guidelines/ formats for assignments and markings for all classes and all courses shall be presented in the following meeting for approval. The pass percentages in sessionals for all courses shall be evaluated to understand challenges and conclude on possible solutions.

Agenda no. 3:   **Appraise on conducted University and College Examinations for applicable semesters**

Member Faculty, Ar. Sachin Prabhu appraised members that the college examinations had concluded and the paper corrections and result compilation was in process. He further updated that the University examinations for Semester 6 have concluded and Semester 10 shall conclude by 28th April 2025. The Semester 2 examinations are planned from 28th May - 30th May 2025. The Semester 8 examination has been scheduled for 6th June 2025. He added that the Seat number allocation and marksheet generation was done on the ERP Examination module.

Agenda no. 4:   **Discuss numbers of eligible and non-eligible candidates from each Semester for admission to the next academic year**

The IQAC Coordinator presented the draft list of eligible candidates for admission to Semester 5, Semester 7 and Semester 9. She also presented a list of students who were disallowed for admission to the next semester. The chairperson reconfirmed if the parents of the students had been called for an interaction to understand the academic progress of their wards. He also recommended that the Institute could assist these students with academic backlogs, to secure internships with help from the Alumni group.

Agenda no. 5:   **Discuss the applications received for admissions to Semester 3 and Semester 5 for Academic Year 2025-2026**

Office Superintendent Sacchin Sawant appraised that there were two enquiries each for Semester 3 and Semester 5 admissions. However all applicants had requested time till mid-May for further interaction. They were still waiting for their semesters to conclude in their previous institutions and would need till May to confirm their final results and marksheets. He appraised that there were 02 vacancies in Semester 5 and 04 vacancies in Semester 3. The Chairperson instructed the Office Superintendent to confirm if there were any further expected cancellations in both the years and also to add the Admissions against vacancies announcement to the website for a better response from prospective students.

Agenda no. 6:   **Discuss and approve draft academic calendar for academic year 2025-26**
    a. Discuss Time table and Class Incharge allotments for Academic year 2025-2026

Member faculty Ar. Mridula Pillai presented the tentative Class Incharge and Class Mentor allotments for the upcoming academic year. She pointed out that the Timetable could be finalized only after the recruitment process had completed. It was advised by the Chairperson that the Visiting faculty feedback be collected from students and Class incharges before renewing their contract for the upcoming years.

b. Discuss important events to be included in Academic calendar 2025-2026

Member faculty Ar. Mridula Pillai highlighted the major events to be planned during the upcoming Academic year. The Chairperson added that the Academic Calendar should also include revival of Resonance, the students' competition hosted by the Institute in the past. He also insisted that Staff review meetings should be made a part of the Academic Calendar.

Resolution no. 3:

"Be it and it is hereby, **RESOLVED** that the Academic Calendar for 2025-2026 is accepted with minor additions. The Class Incharges and Class meteor teams are also approved and Timetable can be finalized as per the teams finalized for the upcoming Academic Year.

Agenda no. 7:

Discuss the progress of ERP incorporation for B. Arch and B. Voc(ID)

Ar. Arun Fizardo was invited to present the progress report on ERP incorporation. He appraised the members that the marking module for B. Arch and B. Voc (ID) class was used by faculty regularly. The end semester marking compilation was in process on ERP. The Examination module was now in the process of implementation. The marksheets, roll numbers, eligibility was already incorporated and had successfully been used for the theory exams.

Agenda no. 8:

Discuss the identification of Visiting faculty for Academic year 2025-2026

The IQAC Coordinator recommended that special teachers be identified for specialized inputs on technical subjects. She further appraised that some teachers could be identified as a Guest lecture module so as to accommodate the experts' schedules. The Chairperson recommended that experts could also be identified from Alumni to encourage Alumni student interaction and include valuable Industry exposure.

Agenda no. 9:

Discuss Value Added Courses for Academic year 2025-2026

The IQAC coordinator informed that Value Added Courses were re-introduced the previous Academic year. The Institute introduced German language courses in Academic year 2024-25 through the Goethe Institute. It was however observed that the 120 hours mandated for German learning were very exhaustive for students to manage with their academic schedule. The drop out rate was observed to be very high. The IQAC coordinator informed that this Academic year the Value Added Courses shall be planned for 30 hours. She presented a probable list of Value Added Courses and the experts. The list was approved with certain recommendations. Short courses on Blender, Set Design, Art Therapy and Pottery were recommended by members as topics that could be added to the Value Added Courses for Academic year 2025-2026.

Agenda 10 :

Discuss Visiting faculty engagement during Academic Year 2024-25

The Chairperson appraised the members that it was observed that some visiting faculty members were irregular with attendance or with respect to their timings. Such visiting faculty members have been identified and individual discussions have been conducted to address the issue.

The Management Representative recommended that an orientation session be held for all visiting faculty (regular and new) at the beginning of the Academic year 2025-2026. This session will give clarity on the code of conduct and basic expectations in their roles as teachers during the semester.

Agenda 11 :

Appraise all members on NAAC grade received and AQAR submission schedule

The IQAC Coordinator appraised the members that the Institute has been accredited by NAAC with Grade 'B' (CGPA-2.45) after the appeal. This score was received on 14th March 2025, will be valid for a period of 5 years from 28th August 2024 (original date of assessment). The Chairperson recommended that the details of AQAR submission should be compiled and kept ready for upload. It was further discussed that since Ar Arun Fizardo worked extensively on the upload and organization of documents during the reappeal, he should take the responsibility of the NAAC Coordinator. He henceforth would be responsible for NAAC related documentation and compilation process for Academic year 2023-24, 2024-2025 and onwards. The Management representative appreciated the efforts of the staff to ensure an efficient Appeal process.

Agenda 12 :

Appraise upgradation of Computer Lab

Member Faculty Ar. Anuj Gudekar appraised the members that as discussed in the previous meeting the new computers had been procured and were in the process of getting Installed with updated software. He appraised that the lab shall be ready for use before the next Academic year. The Chairperson added that Ms. Pratibha Parmekar will be joining the B. Arch faculty team in an allied post to ensure efficient utilization of the computer lab resources.

Agenda 13 :

Appraise all members on the COA TTP hosted by the Institute

Ar. Swanand Mahashabde was invited to present a report on the TTP arranged by the Institute titled 'Decolonizing Education in Architecture.' He said that 32 candidates across India had participated in the TTP. The list of speakers was highly appreciated. The feedback collected from the candidates was extremely positive, with 97% of the candidates appreciating the overall line up of speakers and conduction of the TTP. He assured the members that the Institute shall look at organising a TTP during the first half of the academic year.

Agenda 14 :   **Any other matter with permission of the chair**

Agenda 14a :   **Appraise on purchase of 3D printer and laser cutting machine**
Senior Faculty and member, Ar. Anuj Gudekar apprised the members that the Vendor for 3D printer has been finalized and the payments for the same had been concluded. He also informed that the Institute was awaiting delivery of material and that faculty had been identified to take charge of taking trials with the new machine and material. Ar. Anuj Gudekar and Ar. Sachin Vedak would be taking responsibility for trials of various models in the month of May when the classes had concluded.

Agenda 14b :   **Discuss the schedule of Convocation for graduating batch of 2024**
The Office Superintendent informed the members that the rectified Graduation certificates were received by the Institute. The IQAC coordinator appraised that the Degree Distribution Ceremony could be planned in May 2025. The Chairperson recommended that the event should be planned in June 2025. This, he advised, will be convenient for procuring the mementos and will allow time for outstation parents and students to attend the ceremony.
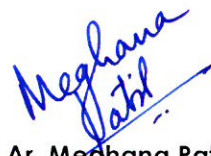
Agenda 14c :   **Present the report for Insights and Master Class for Academic year 2024-2025.**
Member faculty Ar. Anuj Gudekar presented the report of Insights and Master Class for Academic Year 2024-2025. He highlighted that there were 2 Insights and 1 Master class conducted in the Institute. He further added that there were nine sessions conducted as a part of Insights - Study Tour series, during the Study tours of the First year, Second year and Third year class. The Chairperson reiterated the importance of Insights and instructed the team to ensure more sessions be arranged even at the Institute level to ensure more holistic participation and knowledge for all students.

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

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

L.S. Raheja School of Architecture

Internal Quality Assurance Cell
Action Taken Report for
4th Meeting for Academic Year 2024-2025

The IQAC convened for its 4th meeting for the Academic Year 2024-25 on 18th April 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 End of Semester internal sessional marking status (for applicable semesters)** End of Semester marks were compiled and the Examination committee has compiled a report on Semester wise performance and grades for Academic year 2024-25. A draft format of Rubric based marking system and guidelines for marking has been compiled for presentation at the first IQAC for Academic year 2025-2026.
Agenda no. 5:	**Discuss the applications received for admissions to Semester 3 and Semester 5 for Academic Year 2025-2026** Based on Vacancies in Semester 3 and Semester 5, Interviews were conducted. Two students have been identified and have secured admission in Semester 5 and three students have been identified and have secured admission in Semester 3.
Agenda no. 6:	**Discuss important events to be included in Academic calendar 2025-2026** Staff review meetings for discussing individual class progress have been included in Academic Calendar 2025-26.
Agenda no. 9:	**Discuss Value Added Courses for Academic year 2025-2026** Value Added courses as recommended (Pottery, Blender 3D, Set Design and Art Therapy) have been included. This was introduced to the students during orientation for Academic year 2025-26. Based on low responses received, courses of Art Therapy, Photogrammetry and Entrepreneurship Development will not be conducted. The other courses have or will begin before the end of June 2025.
Agenda 10:	**Discuss Visiting faculty engagement during Academic Year 2024-25** It was decided that the common session for all Visiting faculty will not be conducted. Instead instructions and guidelines will be discussed in detail with faculty on a case to case basis depending on their performance and only if required.

Agenda 14a: **Appraise on purchase of 3D printer and laser cutting machine**
Various model trials have been conducted during the Summer break. The 3D printer and its software along with detailed functions are getting explored one at a time.

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

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