



LSR/IQAC/2023-24/01

Date: 7th July, 2023

Internal Quality Assurance Cell

1st Meeting for Academic Year 2023-24

NOTICE

This is to announce a meeting of the IQAC – Internal Quality Assurance Cell of L.S.Raheja School of Architecture will be held on **14th July, 2023, Friday 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 conducted on 21/04/2023 and discuss and approve Action Taken Report as applicable
2. To welcome new members into the committee (if applicable)
3. Discuss Academic Audit Report 2022-23 and action taken for last completed academic year
4. Discuss examination committee reports for Even sem. AY 2022-23
5. Discuss Student feedback report for last completed academic year
6. Discuss schedule of odd semesters till Diwali vacations and check status of teaching learning plans as per academic calendar for current academic year
 - a. Discuss and approve individual subject teaching plans
 - b. Discuss and approve design subject briefs and deliverables
 - c. Discuss initiatives taken for slow learners and those unable to cope with the pace of academic work, especially due to the effects of the pandemic

- d. Finalize locations and schedules for study trips
 - e. Prepare tentative list of guest speakers for Insights, workshops, and all other co-curricular activities
 - f. Finalize schedule for AAKAR 2023
7. Prepare list of recommendations and suggestions for improvement
8. Any other matter with permission of the chair

A handwritten signature in blue ink, followed by the date '7/7/24' written below it.

Ar. Anmol Warang
IQAC Coordinator,
L.S.Raheja School of Architecture



7 JULY 2023

**ACKNOWLEDGEMENT OF NOTICE FOR IQAC MEETING TO BE CONDUCTED
ON 14 JULY 2023, 2:00 PM.**

Sr. No.	Name of Member	Designation in committee	Signature
1	Ar. Mandar V. Parab	De-facto chairperson	
2	Mr. Arvind Tiwari	Representative of Management	
3	Ar. M.D.Chande	Nominee from Local Society	
4	Ar. Geevith T.	Nominee from Alumni	
5	Ar. Sachin Prabhu	Member Faculty	
6	Mr. Kaustubh Khanolkar	Member Faculty	
7	Ar. Uttara Nalawade	Member Faculty	
8	Ar. Mridula Pillai	Member Faculty	

9	Mr. Sacchin Sawant	Administrative Superintendent	<u>Sacchin Sawant</u>
10	Mr. Rohit Jain	Student Representative	<u>Jain</u>


Ar. Anmol Warang
 Coordinator
 IQAC

Enclosure : Notice informing of IQAC meeting to be conducted on 14th July 2023.



Minutes of Meeting: Internal Quality Assurance Cell

CALL TO ORDER:

Meeting No.	Day & Date	Time	Venue
01 (Academic Year 2023-24)	Friday, 14 July 2023	02:00 pm	1st Floor, Conference Room, LSR SOA

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. Anmol Warang
Ar. Mandar V. Parab
Mr. Arvind Tiwari
Ar. M.D.Chande
Ar. Geevith Tidiyanth
Ar. Sachin Prabhu
Ar. Uttara Nalawade
Ar. Mridula Pillai
Mr. Sacchin Sawant
Mr. Rohit Jain

ATTENDEES ABSENT:

None

Signatures of members in attendance attached for reference

Internal Quality Assurance Cell

1st Meeting for Academic Year 2023-24

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 conducted on 21/04/2023 and discuss and approve Action Taken Report as applicable

Minutes of the IQAC meeting conducted on 21/04/2023 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 21/04/2023 are confirmed and approved". The minutes were signed by the chairperson and IQAC coordinator

Agenda no. 2: To welcome new members into the committee (if applicable)

Mr. Amit Valsangkar resigned from his post in the committee since he retired from the institute as a full time teacher. Mr. Kaustubh Khanolkar, Assist Prof. B.Voc. IDD was appointed as his replacement and introduced to all members of the IQAC. Incoming members were welcomed into the new academic year and objectives of the IQAC were discussed and understood. Mr. Rohit Jain has continued at his post as Student Representative as the Student Council elections have been delayed due to delayed IDD examinations and vacations.

Mr Sacchin Sawant, administrative superintendent has replaced Mr Santosh Narkar as representative from the admin department.

Agenda no. 3: Discuss Academic Audit Report 2022-23 and action taken for last completed academic year

The Academic Report for the Academic Year 2022-23 was discussed.

1. The overall pass percentage in the final year has seen a substantial rise, as has the performance in the other years, going to show that the methodology employed in 2022-23 of easing the students into their workload proved successful. It has been recommended that this method be continued until the students are seen to stabilize from post-pandemic hardships. Even so, this method of dealing with students can still be employed in their first year, thereby giving them time to settle into a work routine that suits the tenacity expected of the programme.
2. Individual Academic reviews for each class for the previous academic year have taken place at the start of the academic year and each team of teachers has taken cognizance of the newly adopted methods having produced better outcomes. The recommendation that these continue will be taken forward.
3. A recommendation to revive technical vivas across all classes has been taken, to ensure students are not just blindly completing work, but instead remember, apply and analyze - a process that can primarily be ascertained in a face to face viva-voce examination. It has been decided that these will account for 40% of the total marks for each technical subject.

Resolution no. 3: "Be it and it is hereby, **RESOLVED** that the Academic Audit Report is approved and shall be presented to the forthcoming CDC" The Audit report may be submitted to Mumbai University and COA as required for documentation.

Resolution no. 3a: "Be it and it is hereby, **RESOLVED** that internal viva-voce examinations for technical subjects are to be conducted and account for 40% of internal marks from ongoing semesters for all B. Arch program. IQAC coordinator to appraise all teachers and incorporate them in the academic schedule."

Agenda no. 4: Discuss Examination Committee reports for Even sem. AY 2022-23

All reports and documents prepared by the examination committee discussed. All members appraised that examinations were conducted as per university norms and schedules.

Resolution no. 4: "Be it and it is hereby, **RESOLVED** that the work done by the examination committee is satisfactory and the same should be done."

Agenda no. 5: Discuss Student feedback report for last completed academic year

There has been a delay in conducting the Student Feedbacks due to an extension of FYBARCH examinations into the month of August. This delay in collecting the feedback has ensured that the first year also be actively included in recommendations. It is expected that feedback analysis reports and inferences will be discussed with the Principal and IQAC Coordinator in detail and will be acted upon as required in this academic year.

A stakeholder feedback relating to curriculum enrichment is also to be conducted. This feedback analysis report will also be discussed with the Principal and IQAC coordinator in detail and the action taken report will be discussed at the next IQAC meeting.

Resolution no. 5: "Be it and it is hereby, **RESOLVED** that the Student Feedback Survey Must be completed before the next IQAC meeting"

Agenda no. 6:

Discuss schedule of odd semesters till Diwali vacations and check status of teaching learning plans as per academic calendar for current academic year

The Academic Calendar for the current academic year of 2023-24 was displayed, discussed and approved.

All teaching plans have been submitted and approved by the Principal in discussion with the Examination Committee and the IQAC Coordinator prior to this meeting. The Teaching plans were shared and brief pointers were discussed. Dates for examinations, vivas etc were approved. It was noted that the recommendation of inviting a mix of academicians and practicing professionals as jurors for the senior batches has worked well and must be continued henceforth.

- a. Design Subject briefs have been previously discussed and approved by the Principal in consultation with the IQAC Coordinator and Design Subject heads.
- b. Briefs that included matters related to current affairs and possibilities of competition entries were appreciated and asked to be increased in number as and where possible.
- c. The slow learner system has been successfully employed for this current academic year, where senior faculty are helping groups of students overcome their backlog from the previous year.

The study-buddy system adopted in the FYBARCH has been a huge success in getting them to mingle faster and also gel as class, taking on the responsibility of getting each other through.

The mentor-mentee system has worked well for students who are not from the city and are living away from home. Being able to establish a connection with a responsible adult gives them a sense of security when needed. It is recommended that this system continue.

- d. Study tours for the current academic year, for first to third year Architecture and first and second year B.Voc have

been finalized with location, basic itinerary and tentative dates. Currently awaiting quotations from tour agencies to finalize the vendor and move forward with a detailed itinerary. An International Study tour to Germany will leave prior to Diwali. The response for this tour is far better than the tour last year. 45 students and 6 teachers are participating in the tour. The destinations picked and the fact that people have moved past the pandemic and travel restrictions has brought in a better number of students. It was not possible to carry out a Summer program last academic year. An effort will be made to work out summer initiatives in this current academic year.

- e. Only one Insights Master Class from international designer Ms.Cristina Villalon from Puerto Rico has taken place so far. Another lecture scheduled is from Ar.Alhad Gore on 28th July 2023. Even though there have been a fair number of field visits arranged so far, it is recommended that there must be an increase in the number of Insights lectures conducted this academic year. Also, similar to the previous academic year, it is recommended that some Starchitects / Star Designers be looked at from the point of view of a Master Class, like that which was conducted for Ar.Hafeez Contractor last academic year.

The second session of the Thesis Forum was conducted on 30th June and 1st July 2023. Considering there was a large volume of exceptional work from the Batch of 2022-23, 10 students from the batch of LSRSOA presented their work to an audience of students yet to embark on their thesis on the 31st of June. This was followed by a Thesis Forum as a collaboration of 4 institutes on the 1st of July 2023. It has been noted that institutes have approached the Principal with requests of wanting to be part of the forum. This aspect shows a good growth of the project, but inclusions will have to be discussed based on time constraints, numbers and

most importantly maintaining the quality of the work presented.

- f. It was proposed that AAKAR 2023 to be scheduled for 1 week, between the 16th and the 23rd of December 2023, to accommodate the delayed third semester examinations due to covid related delayed admissions in the previous year. AAKAR 2023-24 must continue to include seminars / workshops for Mental Health Wellness and Awareness, and Seminars that help connect students to the variety of allied and alternative professions available as options to graduates of architecture and interior design.

Agenda no. 7: Prepare list of recommendations and suggestions for improvement

The recommendations and proposals made for each of the above points discussed must be paid cognisance to in the planning of the current academic year. The team of faculty members have been advised to create a course taken action plan to ensure all recommendations have been paid heed to, and submit it as part of the report to be discussed at the next meeting.

Resolution no. 7: "Be it and it is hereby, **RESOLVED** that the the recommendations and proposals made for each of the above points discussed in agenda 6 must be paid cognisance to in the planning of the remainder of the current academic year."

Agenda no. 8: Any other matter with the permission of the chair

No other matter was discussed in the meeting



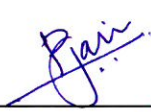
Ar. Mandar Parab
De-facto chairman,
L.S.Raheja School of Architecture



Ar. Anmol Warang
IQAC Coordinator,
L.S.Raheja School of Architecture

**ATTENDANCE FOR IQAC MEETING CONDUCTED ON 14 JULY 2023, 2:00 PM****VENUE: CONFERENCE ROOM, 1ST FLOOR**

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