



LSR/IQAC/2023-24/02  
Date: 15th November, 2023

**Internal Quality Assurance Cell**  
2nd Meeting for Academic Year 2023-24

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**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 **24th November 2023 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 half yearly meeting is as listed below:

1. To read and approve the minutes of the IQAC meeting conducted on 14<sup>th</sup> July 2023 and discuss and approve Action Taken Report as applicable
2. Discuss academic report for current half academic year
3. Discuss Student feedback report for last completed academic year
4. 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 further initiatives taken for slow learners and those unable to cope with the pace of academic work
  - d. Discuss study trip schedules and International trip
  - e. Discuss and finalize detailed schedule for AAKAR 2023
5. Prepare list of recommendations and suggestions for upcoming semester
6. Any other matter with permission of the chair

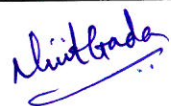
Ar. Anmol Warang  
IQAC Coordinator,  
L.S.Raheja School of Architecture




15th November 2023

**Acknowledgement of Notice for IQAC Meeting to be conducted on  
24th November 2023, 2:00 pm.**

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

|    |  |                           |   |
|----|--|---------------------------|---|
| 10 | <b>Mr. Nimit Gada</b><br>President, Students Council | Student<br>Representative |  |
|----|--|---------------------------|---|

  
**Ar. Anmol Warang**  
Coordinator  
IQAC

Enclosure : Notice informing of IQAC meeting to be conducted on 24th November 2023.



## Minutes of Meeting: Internal Quality Assurance Cell

### CALL TO ORDER:

| Meeting No.                   | Day & Date               | Time     | Venue                               |
|-------------------------------|--------------------------|----------|-------------------------------------|
| 02<br>(Academic Year 2023-24) | Friday, 24 November 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 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. Uttara Nalawade  
Ar. Mridula Pillai  
Mr. Sacchin Sawant  
Mr. Nimit Gada

### ATTENDEES ABSENT:

None

*Signatures of members in attendance attached for reference*

### **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 14th July 2023 and discuss and approve Action Taken Report as applicable**

Minutes of the IQAC meeting conducted on 14/07/2023 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 Internal Quality Assurance Cell held on 14/07/2023 are confirmed and approved". The minutes were signed by the chairperson and IQAC coordinator.

**Agenda no. 2:**      **Discuss academic report for current half academic year**

The academic report for half the Academic Year of 2023-24 was discussed.  
Individual Academic reviews for the odd semester for the second, third, fourth and fifth year B.Arch as well as all classes of B.Voc for the previous academic year have taken place post the Diwali vacations and each team of teachers has been given recommendations for possible improvements wherever necessary.  
IQAC coordinator appraised that the Academic Audit had been completed for the Academic year 2022-23. The recommendations from the same were discussed with the IQAC members. The Chairperson identified the recommendations whose implementation was to be prioritized.

**Resolution no. 2:**      "Be it and it is hereby, **RESOLVED** that the Academic Audit report for Academic year 2022-23 is satisfactory, approved and shall be presented to the forthcoming CDC"



**Agenda no. 3:**

**Discuss Student feedback report for last completed academic year**

Post the student satisfaction surveys, inferences, recommendations and action plan created the following has been looked into:

The teaching learning method feedback appreciated the thoroughness of subjects. The students also appreciated the mode of delivery, the curation of content and effective knowledge transfer for all theory based and technical subjects. The design subjects received a favorable rating but identified certain issues with regularity from Visiting teachers.

The Representative of Management recommended that Individual lesson logs be maintained each class. This he recommended will allow the Institute to identify any irregularity.

The Chairperson appraised that the Principal and Management representative interacted with each staff member to discuss in depth the Individual faculty feedback received from the students. The faculty was encouraged to share any specific teaching delivery challenges (if any) that they faced during the year. The faculty with minimal negative feedback was given suggestions for improvement. The overall feedback from students for Individual teachers was highly encouraging.

**Resolution no. 3:**

"Be it and it is hereby, **RESOLVED** that the Student Feedback Survey is accepted and the report be presented to the forthcoming CDC"

**Agenda no. 4:**

**Discuss semester conclusion and check of teaching learning plans adherence till odd semester**

- **Discuss completion within individual subject teaching plans**

The Individual subject teaching plans adhered to most of the planned dates. The days (if any) where lectures were not conducted due to unavoidable circumstances, were compensated in the following weeks.

IQAC Coordinator shared the Semester 1 and Semester 2 teaching learning plans to the committee members. He informed the IQAC that the academic year 2023-24 was scheduled to conclude in the first week of June 2024.

- **Discuss challenges faced and developments within design subject briefs and deliverables**

The IQAC coordinator discussed the challenges faced by individual classes in their design studios.

It was noted that Semester 3 design brief was successful in encouraging the students to explore form. The jury feedback indicated that the approach of learning through models has encouraged experimentation with form and form attachment and development.

For Semester 5, it was noted that the aspect of Imageability with respect to site context became a little rigid for students to explore. The jury was apprehensive about modern design approaches with respect to the existing heritage heavy context. Semester 5 project was a tight plot so could not encourage students to explore landscape ideas. The faculty team has planned to incorporate those learnings in the Semester 6 design project.

For Semester 9 project, the design brief was extensive with respect to site understanding and overall response to the new infrastructure development. The overall project and interventions were well appreciated by the jury and selected projects presented to the civic authorities for further consideration. The design team will look at realistic complex projects for Semester 9.

- **Discuss further initiatives taken for slow learners and those unable to cope with the pace of academic work**

The slow learners were identified and students were given one week additional time before examinations to complete their backlog. The IQAC coordinator updated that the slow learners were given guidance as and when needed by the Senior faculty allotted to specific classes.

- **Discuss study trip schedules and International trip**

The International study tour to Germany was delayed by a few days due to unavailability of tickets. The study tour is now concluded and feedback is collected for the same from staff and students.

The IQAC coordinator introduced the domestic tour circuit for all classes, scheduled for January and February 2024.

Study tours should be preferably planned within the first Semester of the Academic year, instead of the second semester. This will allow the institute to organize the second semester academics, Aakar and study tour well.

**Resolution no. 5:** "Be it and it is hereby, **RESOLVED** that the the recommendations and proposals made in agenda 5 must be paid cognisance to in the planning of the remainder of the current academic year and the following academic year"

**Agenda no. 6:** **Any other matter with the permission of the chair**

No other matter raised by any member.



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 24 NOVEMBER 2023, 2:00 PM.**  
**VENUE: CONFERENCE ROOM, 1ST FLOOR**

| Sr. No. | Name of Member  | Designation                  | Signature |
|---------|---|------------------------------|-----------|
| 1       | <b>Ar. Mandar Parab</b><br>Principal, LSRSOA  | De-facto chairperson         |           |
| 2       | <b>Mr. Arvind Tiwari</b><br>Hon.Gen Sec - Bombay Suburban Art & Craft Education Society | Representative of Management |           |
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| 8       | <b>Ar. Mridula Pillai</b><br>Assistant Professor, LSRSOA                                | Member Faculty               |           |

|    |  |                                  |                       |
|----|--|----------------------------------|-----------------------|
| 9  | <b>Mr. Sacchin Sawant</b><br>Office Superintendent, LSRSOA | Administrative<br>Superintendent | <i>Sacchin Sawant</i> |
| 10 | <b>Mr. Nimit Gada</b><br>President, Students Council       | Student Representative           | <i>Nimit Gada</i>     |
| 11 | <b>Ar. Anmol Warang</b><br>Associate Professor, LSRSOA     | IQAC coordinator                 | <i>Anmol Warang</i>   |