



LSR/IQAC/2023-24/03
Date: 29th January, 2024

Internal Quality Assurance Cell

3rd Meeting for Academic Year 2023-24

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 **9th February 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 24th November 2023 and discuss and approve Action Taken Report as applicable
2. Discuss and approve scheduling of activities as per academic calendar
 - a. Academic schedule for newly admitted first year students for current academic year
 - b. Schedule for semester end date and end of semester examinations for sem 2, 4, 6, and 10
 - c. Discuss AAKAAR report for AAKAAR held in January 2024
3. Discuss examination committee reports for Odd sem. AY 2023-24
4. Appraise all members on NAAC submission
5. Any other matter with permission of the chair

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



29th January 2024

**ACKNOWLEDGEMENT OF NOTICE FOR IQAC MEETING TO BE CONDUCTED
ON 9th February 2024, 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. Uttara Nalawade Associate Professor, LSRSOA	Member Faculty	

8	Ar. Mridula Pillai Assistant Professor, LSRSOA	Member Faculty	<i>M. Pillai</i>
9	Mr. Sacchin Sawant Office Superintendent, LSRSOA	Administrative Superintendent	<i>Sacchin Sawant</i>
10	Mr. Nimit Gada President, Students Council	Student Representative	<i>Nimit Gada</i>


Ar. Anmol Warang
 Coordinator
 IQAC

Enclosure : Notice informing of IQAC meeting to be conducted on 9th February 2024.



Minutes of Meeting: Internal Quality Assurance Cell

CALL TO ORDER:

Meeting No.	Day & Date	Time	Venue
03 (Academic Year 2023-24)	Friday, 9th February 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 the de-facto chairperson.

ATTENDEES PRESENT:

Ar. Mandar Parab
Mr. Arvind Tiwari
Ar. Anmol Warang
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

Internal Quality Assurance Cell

3rd Meeting for Academic Year 2023-24

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 24th November 2023 and discuss and approve Action Taken Report as applicable

Minutes of the IQAC meeting conducted on 24th November 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 24th November 2023 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. **Academic schedule for newly admitted first year students for current academic year**

The members were appraised on the significant dates of the academic calendar for the First Year students. The first Semester was almost concluded with exams scheduled between 12th -16th February 2024. The study tour dates, Semester 2 start and end dates and the examination dates for Semester 2 were also presented for approval.

b. Schedule for semester end date and end of semester examinations for sem 2, 4, 6, and 10

The members were appraised that the 16 week Semester would conclude by the end of March for Semester 6 and Semester 10. The Institute is awaiting further instructions from University of Mumbai for scheduling Viva Voce examinations for Semester 6 and Semester 10. Semester 4 is scheduled to end by the last week of April and examinations to be concluded in the first week of May. Semester 2 is scheduled to conclude by the last week of May and examinations are scheduled for June first week.

c. Discuss AAKAAR report for AAKAAR held in January 2024

The members were pleased that Aakar 2024 was a grand event. The Chief Guest and other invitees and dignitaries had appreciated the Institute's academic work displayed during the Exhibition. In spite of the shorter schedule this year, the Fest was able to efficiently accommodate sports, workshops and seminars, cultural events and Alumni meet and Faculty Hi-Tea. The Chairperson recommended that a similar schedule be maintained for the following Academic year as well. The Management representative recommended that the Annual Alumni meet could be hosted as a part of the Aakar festivities in the Institute every year to facilitate the Institute - Alumni bond.

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 2023-24

Member Faculty, Ar. Sachin Prabhu presented the Examination committee report on the results published for Odd Semester examinations for the academic year 2023-24. The pass percentages were discussed. The members made a note of the Internal sessional ATKT percentages. It is recommended by the Chairperson that the Slow Learners Initiative should look into Student support simultaneously through the academic year. This may enable them to identify weaker students and encourage and support them in the course of the Semester, so as to avoid defaulting at the end of the semester.

Resolution no. 3:

"Be it and it is hereby, **RESOLVED** that the Slow Learners Initiative evaluate and enable a process to identify weaker students at class level during the course of the Semester instead of the end of Semester.

Agenda no. 4:

Appraise all members on NAAC submission

The IQAC Coordinator appraised that the NAAC team is prepared to submit the SSR (Self Study Report) on 17th February 2024. The requirements and supporting Data were ready and were in the stages of verification by the Principal and the NAAC coordinator before upload.

Agenda no. 5:  **Any other matter with permission of the chair**

No other matter raised by any member.



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


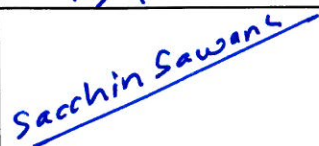



Ar. Anmol Warang
IQAC Coordinator,
L.S.Raheja School of Architecture



ATTENDANCE FOR IQAC MEETING CONDUCTED ON 9th FEBRUARY 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	
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