



LSR/IQAC/2023-24/04

Date: 01st April, 2024

Internal Quality Assurance Cell

4th 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 **19th April 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 19th February 2024 and discuss and approve Action Taken Report as applicable
2. Discuss End of Semester internal sessional marking status (for applicable semesters)
3. Discuss status of final examinations for applicable semesters
4. Discuss and prepare draft academic calendar for academic year 2023- 2024
 - a. Discuss status of initiatives taken for slow learners
 - b. Discuss Time table and Class Incharge allotments for Academic year 2024-2025.
 - c. Discuss important events to be included in Academic calendar 2024-2025
5. Appraise all members on NAAC status
6. Any other matter with permission of the chair

Ar. Anmol Warang

IQAC Coordinator,


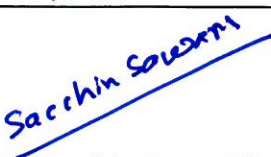
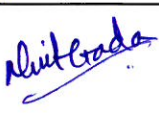
L.S.Raheja School of Architecture



1st April 2024

**ACKNOWLEDGEMENT OF NOTICE FOR IQAC MEETING TO BE CONDUCTED
ON 19th April 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	
9	Mr. Sacchin Sawant Office Superintendent, LSRSOA	Administrative Superintendent	
10	Mr. Nimit Gada President, Students Council	Student Representative	


Ar. Anmol Warang
Coordinator
IQAC

Enclosure : Notice informing of IQAC meeting to be conducted on 19th April 2024.



Minutes of Meeting: Internal Quality Assurance Cell

CALL TO ORDER:

Meeting No.	Day & Date	Time	Venue
04 (Academic Year 2023-24)	Friday, 19th April 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

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 9th February 2024 and discuss and approve Action Taken Report as applicable**

Minutes of the IQAC meeting conducted on 9th February 2024 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 9th February 2024 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 members are appraised that the Final internal sessional markings for Semester 6 and Semester 10 have concluded and the students are preparing for the Viva Voce Examination. The Internal final sessionals for Semester 4 is scheduled to be concluded by 26th April 2024. Semester 2 will conclude by 31st May 2024. The Class incharges have been given final dates for finalizing and handing over the final Internal sessionals for each current semester. The final upgradation (if any) for the previous semester has been concluded by the Class Incharges for all classes, except Semester 1.

Resolution no. 2: "Be it and it is hereby, **RESOLVED** that the Internal sessional marks compilation and submission is as scheduled and will conclude by 31st May 2024 for all semesters."

Agenda no. 3: Discuss status of final examinations for applicable semesters

Member Faculty, Ar. Sachin Prabhu presented the declared final dates of Theory and Viva Voce Examination for all classes. He also discussed the tentative dates for declaration of results and preparation of marksheets for the regular and ATKT examinations.

Agenda no. 4: Discuss and prepare draft academic calendar for academic year 2023- 2024

a. Discuss status of initiatives taken for slow learners

The members were updated that the defaulters were identified and they were being given additional assistance by the Class Incharges to ensure that they complete the previous semester backlog.

The de facto chairperson recommended that the slow learners program be organized with a standard operating procedure and a process to identify defaulting students earlier. This may reduce the number of students with internal sessional ATKT at the end of a Semester.

b. Discuss Time table and Class Incharge allotments for Academic year 2024-2025.

The IQAC coordinator informed that an overview of Visiting faculty and their availability for next academic year had been taken and Vacancies for each class had been identified. A list of probable class incharges for the Academic year 2024-2025 was discussed and approved by the De Facto chairperson.

This Management representative recommended that One senior faculty be added to the first year and second year team for better coordination for the lower classes. The chairperson recommended that a senior faculty be appointed for each class based on the subject allotment to assist the slow learners during the course of the Semester and not just at the end of the semester.

c. Discuss important events to be included in Academic calendar 2024-2025

The IQAC coordinator updated the members that the team will incorporate all extra curricular and co curricular activities in the upcoming academic calendar. The student council elections shall be concluded as soon as possible to take student opinion and plan out the events in advance for better and efficient execution.

The chairperson recommended that the academic calendar shall incorporate all staff welfare events and that a team be identified to plan and execute such events.

Agenda no. 5:

Appraise all members on NAAC status

The IQAC coordinator appraised the Members that the Institute has submitted the SSR in February 2024. Currently the NAAC assessment team has requested for additional documents to further support and clarify the data submitted. The Criteria heads and the NAAC team are concluding these clarifications currently. Once the DVV gets accepted, then the Institute shall select three date options for Peer Team visit.

Agenda no. 6:

Any other matter with permission of the chair

Agenda no. 6A

Sabbatical application by Ar. Anmol Warang

The IQAC coordinator informed the members that he has applied for a 12 month sabbatical for personal reasons and would like to be relieved from the duties of IQAC coordinator. He thanked the committee for all the support he received during his tenure.

The de facto chairperson said that Ar. Meghana Patil will take over responsibilities of IQAC coordinator from the upcoming Academic year.



Ar. Mandar Parab

De-facto chairman,

L.S.Raheja School of Architecture



Ar. Anmol Warang

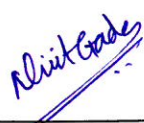
IQAC Coordinator,

L.S.Raheja School of Architecture



ATTENDANCE FOR IQAC MEETING CONDUCTED ON 19th APRIL 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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9	Mr. Sacchin Sawant Office Superintendent, LSRSOA	Administrative Superintendent	

10	Mr. Nimit Gada President, Students Council	Student Representative	
11	Ar. Anmol Warang Associate Professor, LSRSOA	IQAC coordinator	