



LSR/IQAC/2024-25/01

Date: 5th July 2024

Internal Quality Assurance Cell

1st Meeting for Academic Year 2024-25

This is to announce a meeting of the IQAC – Internal Quality Assurance Cell of L.S. Raheja School of Architecture will be held on **19th July 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 conducted on 19/04/2024 and discuss and approve Action Taken Report as applicable
2. To welcome new members into the committee (if any)
3. Discuss Academic Audit Report 2023-24
4. Discuss examination committee reports for end of semester examinations (AY 2023-2024)
5. Discuss Student feedback report for last completed academic year
6. Discuss and approve the academic calendar for the current academic year, and check status of teaching learning plans and schedule till Diwali vacations as per academic calendar
 - a. Discuss and approve individual subject teaching plans, design subject briefs and deliverables
 - b. Discuss Additional Mentorship Initiative
 - c. Finalise locations and schedules for study trips
 - d. Prepare tentative list of guest speakers for Insights, workshops, and all other co-curricular activities
7. Discuss and update on Value Added Courses for A.Y 2024-2025
8. Discuss implementation of Mentor- Mentee System
9. Discuss and approve the schedule for students design competition 'RESONANCE'
10. Discuss and update on Auxiliary Assistance - Technology support
11. 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 ON 19th JULY, 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. 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	YET TO BE ELECTED (COUNCIL DISSOLVED) President, Students Council	Student Representative	

Ar. Meghana Patil
IQAC Coordinator

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

**Internal Quality Assurance Cell**

1st Meeting for Academic Year 2024-25

Minutes of Meeting

Meeting No.	Day & Date	Time	Venue
01 (Academic Year 2024-25)	Friday, 19 July 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 Ar. Mandar V. Parab, Principal, L. S. Raheja School of Architecture.

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:

None

Signatures of members in attendance attached for reference

Internal Quality Assurance Cell

1st Meeting for Academic Year 2024-25

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 19/04/2024 and discuss and approve Action Taken Report as applicable**

Minutes of the IQAC meeting conducted on 19th April 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 IQAC held on 19/04/2024 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 any)**

The members welcome the newly appointed IQAC Coordinator, Ar. Meghana Patil. They also welcomed Ar. Anuj Gudekar, Associate Professor and Mr. Nakul Gujjar, President of the Student Council to the IQAC team.

Agenda no. 3: **Discuss Academic Audit Report 2023-24**

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

1. The members were appraised on the notable performers of the University of Mumbai examinations in Semester 6 and Semester 10. The Management representative congratulated the team on the noteworthy performance of the students.
2. The overall pass percentages in the lower years except Semester 1 has declined substantially from the previous year. The pass percentage for B. Voc (ID) also has declined in this Academic Year. The Chairperson recommended that the IQAC look at results for all semesters to identify unsuccessful students. He further advised identification of unsuccessful students in theory examination and internal sessional separately, so as to identify the right strategies to reduce the numbers in both criteria.

3. The committee made note of all the Co-curricular participation. The results and accolades of participation were presented. The chairperson instructed the team to concentrate on more co-curricular and competition participation by students. This he hoped would give students knowledge and exposure apart from the course of the syllabus.

Resolution no. 2: "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.

Agenda no. 4: **Discuss examination committee reports for end of semester examinations (AY 2023-2024)**

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

Resolution no. 3: "Be it and it is hereby, **RESOLVED** that the work done by the examination committee is satisfactory and the same should be continued."

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

The student feedback has been collected for the Core Faculty. A feedback for visiting faculty was also collected as recommended in the previous academic year by the IQAC. The Chairperson informed the IQAC that he shall conduct individual meetings with Core Faculty to discuss their performance individually. The individual recommendations for improvement/ upgradation shall be noted in their personal appraisal forms, so that they may be incorporated in the coming academic year.

A stakeholder feedback relating to curriculum enrichment is yet to be conducted. This feedback analysis report will 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. 4: "Be it and it is hereby, **RESOLVED** that the Stakeholder Feedback Survey Must be completed before the next IQAC meeting"

Agenda no. 6: **Discuss and approve the academic calendar for the current academic year, and check status of teaching learning plans and schedule till Diwali vacations as per academic calendar**

a. Discuss and approve individual subject teaching plans, design subject briefs and deliverables

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. The Academic Calendar for the current academic year of 2024-25 was displayed, discussed and approved.

Dates for examinations, vivas etc were approved. The Examination committee has been instructed to detail out subjects and dates for all semesters and examinations.

- a. Design Subject briefs have been previously discussed and approved by the Principal in consultation with the IQAC Coordinator and Design Subject heads.
- b. Recommendations were made to increase the learning objectives in the lower classes in a semester. For the senior classes, it was recommended to ensure contextual relevance in the briefs.

b. Discuss Additional Mentorship Initiative

The IQAC coordinator presented the Additional mentorship Initiative. She informed IQAC that the slow learners program had been revived as the Additional Mentorship Initiative. He presented the objectives and SOP for the same. She also identified additional mentors for all years of B. Arch and B. Voc (ID) program. The management representative welcomed the new initiative and asked for a review of this process to be conducted at the end of the semester so as to make modifications or inclusions (if needed).

c. Finalize locations and schedules for study trips

The Chairperson presented the class wise study tour circuit options. These were discussed with the Classincharges and study tour representatives from the students before the meeting, and one circuit of travel was finalized. The tentative itinerary was presented to the IQAC for suggestions and approval.

The International tour options were also discussed along with recommendations of destinations from the student body. The possible destinations were Singapore-Bali, Azerbaijan or Europe.

The study tour incharges will be asked to work on compilation and comparative of costs received from different tour and travel operators. They will finalize the operator before mid-August.

The chairperson informed IQAC that Study tour payment collections from students had begun.

d. Prepare tentative list of guest speakers for Insights, workshops, and all other co-curricular activities

Ar. Anuj Gudekar presented a tentative list of Insights speakers for the upcoming Academic year. The IQAC coordinator pointed out the scheduled cocurricular activities and celebrations planned during the year which had been incorporated in the Academic calendar.

The Members were apprised that the Thesis Symposium and Placement drive were conducted. The participation in the Symposium this year was phenomenal and the event was a grand success.

The IQAC coordinator proposed that Aakar 2024-25 be scheduled in the third week of December 2024. Aakar as recommended by members should continue to include student concerns of self-defense, inclusivity, mental health, time management, etc. She also apprised the members that the Student body will initiate Clubs for various interests from this Academic year. This includes Movie Club, Music and Dance Club, Book Club, etc. She said that the Green Club initiated last academic year had enthusiastic participation and will be conducting many activities this year as well.

The Chairperson asked for a detailed schedule of activities and participants from each Club.

Resolution no. 5: "Be it and it is hereby, **RESOLVED** that the Academic Calendar 2024-25 has been accepted with a few inclusions. The same will be presented to the CDC for information."

Agenda no. 7: **Discuss and update on Value Added Courses for A.Y 2024-2025**
The IQAC coordinator appraised that this academic year onwards the Institute is introducing language based Value added courses to be spanned over a period of two semesters. Along with that, the Institute is also introducing Value added courses for Dance and Art Therapy. These courses shall be certificate courses run by specialists and organizations independently. These courses shall be conducted in college premises/ online after college hours. She informed IQAC that the German Language Course had begun with Ms. Yogeeta Salawe with strength of 31 students.

Agenda no. 8: **Discuss implementation of Mentor- Mentee System**
Ar. Mridula Pillai appraised that Mentor mentee allotments are in the process of finalization and shall be informed to the students in the first week of August.

Resolution no. 6: "Be it and it is hereby, **RESOLVED** that Mentor Mentee allotments shall be completed in the first month of every Academic year."

Agenda no. 9: **Discuss and approve the schedule for students design competition 'RESONANCE'**
The Chairperson informed the Members that the Institute is reviving its intercollege competition Resonance. The faculty incharge team has been identified. They are currently in the process of finalizing the brief and other details of the Competition. The tentative timeline for the competition was presented to the IQAC and approved.

Agenda no. 10: **Discuss and update on Auxiliary Assistance - Technology support**
The chairperson updated the IQAC that the Institute is in discussion with laptop vendors to get Institutional discounts for laptop purchases from students. The faculty incharge has currently collected feedback on a number of interested students.

Resolution no. 7: "Be it and it is hereby, **RESOLVED** that Resonance Competition shall be conducted by the Institute this academic year onwards."

Agenda no. 11: **Any other matter with permission of the chair**

Agenda no. 11a: **Discuss pre-determined Target marks value to be considered for the Program outcome (PO) and Course Outcome (CO) Attainment mapping**

The IQAC Coordinator presented the PO- CO Attainment mapping to the members and explained that the attainment was calculated assuming Target Marks as 60% in B. Arch and 55% in B. Voc (ID). She proposed that since the University of Mumbai has set the passing marks at 50% for B. Arch and 40% for B. Voc(ID), the Institute should consider the same as the target marks. She explained that a student secures the passing marks only after completing course and program objectives defined. Hence to consider the passing marks defined by the University of Mumbai will make the process fair and transparent.

This suggestion was discussed by the members. The new suggested target marks for B. Arch and B. Voc(ID) was accepted.

Resolution no. 8: "Be it and it is hereby, **RESOLVED** that Target marks considered for PO-CO Attainment mapping shall be 50% for B. Arch and 40% for B. Voc(ID) for Academic year 2023-24 and years that follow."



Ar. Mandar Parab

De-facto Chairperson,
L.S.Raheja School of Architecture


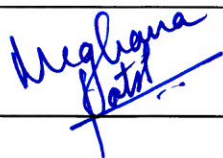


Ar. Meghana Patil

IQAC Coordinator,
L.S.Raheja School of Architecture

**ATTENDANCE FOR IQAC MEETING****CONDUCTED ON 19 JULY 2024, 2:00 PM****VENUE: CONFERENCE ROOM, 1ST FLOOR**

Sr. No.	Name of Member	Designation	Signature
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9	Mr. Sacchin Sawant Office Superintendent, LSRSOA	Administrative Superintendent	

10	Mr. Nakul Gajjar President, Students Council	Student Representative	
11	Ar. Meghana Patil Associate Professor, LSRSOA	IQAC coordinator	


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 IQAC Coordinator
 L.S. Raheja School of Architecture