



INTERNAL QUALITY ASSURANCE CELL REPORT

ACADEMIC YEAR 2024-2025:

The Internal Quality Assurance committee is formulated and functioning as per norms mandated by the University of. The Institutional Internal Quality Assurance Cell ensures equal and valuable participation of teachers and students across all departments of the institute in enhancing the teaching - learning processes initiated by the Institute. Since the formation of the IQAC in 2018, there are a few initiatives that have been introduced each Academic year. After careful observation and assessment, these Initiatives are improved if they need be and continued as a Quality management initiative. The intention of these Initiatives is to ensure quality in teaching - learning processes and holistic academic discourse for our students.

IQAC COMPOSITION

DESIGNATION	NAME
IQAC Co-ordinator	Ar. Meghana Patil <i>Associate Professor, LSRSOA</i>
De-facto Chairperson	Ar. Mandar Parab <i>Principal, LSRSOA</i>
Representative Of The Management	Mr. Arvind Tiwari <i>Hon. Gen Sec - Bombay Suburban Art & Craft Education Society</i>
Nominee From Local Society	Ar. M.D. Chande <i>Member</i>
Nominee From Stakeholders / Alumni	Ar. Geevith Tidiyanth <i>Visiting faculty / Alumnus, LSRSOA & Practising Architect</i>
Senior Teacher	Ar. Sachin Prabhu <i>Professor, LSRSOA</i>
	Mr. Kaustubh Khanolkar <i>Assistant Professor, LSRSOA (B.Vc)</i>
	Ar. Anuj Gudekar <i>Associate Professor, LSRSOA</i>
Teacher	Ar. Mridula Pillai <i>Assistant Professor, LSRSOA</i>
Senior Administrative Officer	Mr. Sachin Sawant <i>Office Superintendent, LSRSOA</i>
Student Representative	Mr. Nakul Gajjar <i>President, Students Council</i>



IQAC CONTINUOUS QUALITY INITIATIVES

• STANDARDISATION OF DOCUMENTS AND PROCESSES.

- Standardisation of documents and documentation processes has been meticulously inculcated in the working of the Institution.
- Regular meetings and continuous assessment of all Initiatives and activities qualitatively and quantitatively with appropriate documentation.
- Presentation of Annual reports of the IQAC to the College Development Committee in the CDC meetings.

• PREPARATION OF ANNUAL CALENDAR

- Preparation of academic schedule - teaching schedules, upgradation schedule, exam schedule, etc
- Preparation of academic time - table as per University of Mumbai and COA norms
- The Annual Calendar reflects all co curricular and extra curricular activities.
- The Annual Calendar reflects the tentative schedule for Value Added Courses.
- The Annual Calendar reflects overall Institutional deadlines as well as Program specific scheduling.
- The Annual Calendar reflects study tours (domestic and international).

• PREPARATION OF ANNUAL ACADEMIC REPORTS

- Analysis of Academic Discourse
 - Adherence to course objectives
 - Weekwise lesson logs to overview the adherence to timeslots and teacher regularity
 - Adherence to academic calendar and teaching plans
 - Overview of co-curricular and extracurricular activities and its importance in overall growth of student community
- Generation and Analysis of Examination Results
 - Pass percentages per semester and assessment of number of examination and sessional failures.
 - Overall CGPA evaluation to understand coursewise academic achievers. Analyse the range of performance in each course. Identify lacunae and reduce the number of theory and sessional failures.
 - Ensuring adherence to University of Mumbai schedule and guideline for conducting examinations
- Reports are generated to include seminars and workshops, INSIGHTS, site visits and study tours to identify concerns (if any) and improve academic contribution year after year.



- **STUDY TRIPS AND FIELD VISITS**

- Curation of study trips - finalisation of locations, objectives to be achieved during visits, schedule based on academic calendars
- Field visits to various under-construction projects, special buildings (Hotels, Hospitals, etc) to provide first hand experience to students about various aspects of Built Environment, viz, Building Design, Construction Technology, Building Services, Components of buildings, etc
- Curation of international study trips to expose students to inspiring architects and their work in various cities of the world.

- **SLOW LEARNERS INITIATIVE**

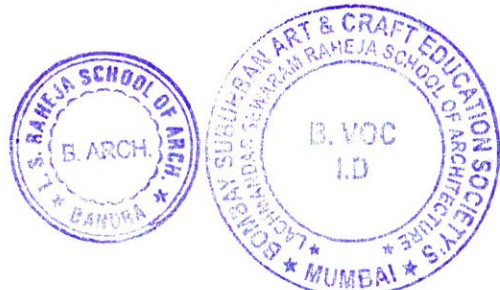
- Slow learners Initiative focused on assisting students with understanding and completion challenges, to ensure reduced number of sessional defaulters at the end of each semester.
- Additional academic guidance to students requiring support. Specific mentors are allotted (program level) and regular updates are taken about progress of the said students.
- It is to identify slow learners before they default in subjects. This will reduce the chances of students getting an ATKT in internal sessionals at the end of the semester.

- **INTERSHIPS AND JOB PLACEMENTS**

- **Placement drive** is conducted in June every year to facilitate the Job Search Process for the fresh graduates. Through personal interactions by teachers with alumni and other professionals, many students get placed in highly reputed organisations.

- **SATISFACTION SURVEYS**

- **Student Surveys:** conducted to understand students perception, and analyse inadequacies and provide suggestive modes of improvement. Feedback is collected on the following aspects
 - Teaching- Learning Feedback
 - Core Faculty Feedback
 - Visiting Faculty Feedback
- **Curricular Stakeholder Surveys:** Feedback is taken from employers, alumni, students and teachers to receive suggestions for improvement in curriculum and teaching - learning processes and for overall growth of the institute
- **Staff surveys:** Feedback is taken from all staff (including teachers) to understand employee satisfaction levels and identify scope for change and improvement through a human resource lens.



- **STAFF APPRAISAL**

- Self-appraisal forms are circulated to all teachers.
- Analysis of student feedback is linked to the appraisal, along with all other information from the self appraisal.
- All teachers go through the process of an individual meeting with the Principal and Senior teachers to understand responsibilities, achievements and areas of improvement.

- **ANNUAL AUDITS**

- Annual Academic and Administrative Audit
 - A comprehensive Annual Academic and Administrative Report is compiled. The Academic report compiles all curricular, co curricular and extra curricular events and processes.
 - The academic audit for the previous year is audited by external auditors, one of them is a practising Architect and the other an established Academician.
 - The Administrative Audits are audited by the Administrative heads of other Institutions under Bombay suburban Art and Craft education Society Trust.
 - The recommendations of the Academic and Administrative Audit are discussed in IQAC meetings. Improvisations and inclusions for improvements discussed and implemented.
- Gender Audits
 - The Institution undertakes Gender Audits every year to assess gender neutrality, acceptance and comfort in the premises and overall academic processes.
- Green Audits
 - The Institution conducts Green and Environment Audits through an external agency, once every two years.
 - The recommendations are presented to the College Development Committee (CDC) for further approval and execution.

- **MEMORANDUM OF UNDERSTANDING (MOU)**

- M.O.U. (s) with industry players for continued associations for up to date industry information.
- M.O.U. (s) with Organisations/ NGOs and other agencies to facilitate well rounded exposure and knowledge dissipation for the students.
- M.O.U. (s) are drafted to include events and associations for a period of at least 24 months.



IQAC INITIATIVES INTRODUCED FROM A.Y. 2024-2025

• ADDITIONAL MENTORSHIP INITIATIVE

- The slow learners program was an initiative that was revived and reframed as the Additional Mentorship Initiative.
- The Objectives, Standard Operating Procedures and standard format for assimilating Data was shared with the Faculty.
- Each class had an identified Class Mentor. The Class incharges were to identify students in need of Academic Assistance and the Class Mentor would interact individually and review the work submitted, attendance record and overall academic involvement and performance. In selective cases, interaction was held with parents/ guardians as well.
- The Additional Mentorship Initiative has been successful in ensuring that the number of students defaulting on sessionals is curtailed.

• VALUE ADDED COURSES IN LANGUAGE

- IQAC after thorough discussion identified four Value Added Courses to be introduced in the Academic Year 2024-2025. The four courses were
 - Language Course - German
 - Language Course - French
 - Art Therapy
 - Dance - Mr. Sandipp Soparkar
- All four courses received a good response initially, however eventually students only enrolled for the German Language course. By the end of the Academic year it was observed that almost 80% students withdrew without completing the course. The feedback collected showed that the extensive academic load made it difficult for the students to fulfill the 120 hours for the completion of the course inspite of spanning across two semesters.
- It would be recommended to limit the hours of the Value Added Courses 40 hours. It is also recommended to look at Courses that can be concluded in one semester instead of spanning across two semesters.

• COLLABORATIONS

○ RED DOT FOUNDATION

L.S. Raheja School of Architecture signed an Memorandum of Understanding (MOU) with Red Dot Foundation for a period of two years. This MOU was instituted in September 2023 and is valid till September 2025. The various initiatives that were undertaken through the year was as follows

- **Rainbow Circles** - Rainbow Circles project aimed at creating diverse and inclusive educational campuses across Maharashtra and Goa



- **Round table discussion on 'Democratic Futures - Youth for Change -**

This event was organised by Red Dot Foundation in collaboration with US Consulate General Mumbai to engage youth and civil society on democracy.

- **Urban Thinkers Campus** - workshop on urban thinkers campus on 22nd & 23rd august' 2024. The theme of the workshop was safe & inclusive housing for all in Mumbai.

- **Vital Voices Mentorship Initiative** - Identified faculty from the Institute took up mentorship roles for underprivileged girls who wanted guidance and assistance related to further education.

- **GLASS ACADEMY**

GLASS - the Faculty Development Program 2024-25, a collaborative initiative by the Glass Academy and its partners - IGBC (Sustainability Partner), Ethos-ACEDGE (Knowledge Partner), and LSRSoA (Institutional Partner) - brought together 35 faculty from 16 architecture and engineering institutions.

- **MEDICAL ASSISTANCE**

The Institution with a view to ensure safe and quick First Aid Assistance to all its students and staff, set up a First Aid Kit Operation procedure. The purpose of this First Aid Kit is for casualty in event of an injury or sudden illness before the arrival/ consultation of a qualified medical professional. The standard operating procedures clearly outline the recommended practices and will make assisting a person in need for First Aid easier for all staff of the Institution, inspite of their limited knowledge.

Prepared by


Ar. Meghana Patil
IQAC coordinator



Approved by


Ar. Mandar Parab
Principal