

**College Development Committee 2024-25**2nd Meeting for Academic Year 2024-25**Minutes of Meeting**

| Meeting No. | Day & Date | Time | Venue |
|-------------------------------|--|----------|---------------------------------------|
| 02 (Academic Year 2024-25) | Tuesday, 10 th December 2024 | 03:00 pm | 1st Floor, Conference Room, LSRSOA |

The following Committee members were present for the meeting:

- Mr. S. N. Wadhwani
- Mr. Arvind Tiwari
- Ar. D.D. Bhagwat
- Mr. Conrad D'souza
- Ar. Amol Shimpi
- Ar. Nilesh Mahale
- Ar. Mandar Parab
- Ar. Meghana Patil
- ID. Kaustubh Khanolkar
- Ar. Milind Amle
- Ar. Sachin Prabhu
- Ar. Anuj Gudekar
- Ar. Mridula Pillai
- Mr. Sacchin Sawant
- Nakul Gajjar
- Prathamesh Mahajan
- Lucky Talreja

Attendees Absent:

- None

Mr. S. N. Wadhwani chaired the meeting. The meeting commenced as the quorum was present. The Chairperson asked Member Secretary, Principal Ar. Mandar Parab to proceed with the agenda for the meeting. He welcomed the new committee members- Elected members from the Student Council (academic year 2024-25); and began with the agenda for the meeting.

Agenda No. 1

Read and approve minutes of meetings of the first CDC meeting for academic year 2024-25, held on 28th June, 2024 at L.S. Raheja School of Architecture

Minutes of the first CDC meeting for the Academic year 2024-25 conducted on 28th June 2024 were read by the Member Secretary and accepted with no further changes or edits.

Resolution No. 1

Be it and it is hereby, **RESOLVED** that the minutes of the meetings of the College Development Committee held on Friday, 28th June 2024 are confirmed and approved. Then minutes were signed by the Ex Officio Chairperson and Member Secretary.

Agenda No. 2

Welcome and introduce the President and General secretaries (B.Arch & B.Voc-ID), Students council 2024-25 to CDC committee members.

Ar. Mridula Pillai, Assistant Professor and the Student Council liaison (academic year 2024-25) welcomed and introduced the elected students council members (academic year 2024-25) - President - Mr. Nakul Gajjar (5th Year B'Arch) and the General Secretaries Mr. Prathamesh Mahajan (5th Year B'Arch) and Mr. Lucky Talreja (2nd Yr B.Voc-ID) to the CDC Committee members.

Agenda No. 3

Update the members on the re-appeal of NAAC grade received after the Peer Team Visit (PTV).

Member Secretary appraised the members of the CDC with the three member-NAAC Peer team visit, conducted on 20th and 21st of August 2024. The result of this visit along with the SSR submitted was received on 29th August 2025. BSACES LSRSoA was awarded B-grade by NAAC for its 1st cycle (2018-2022).

Member Secretary put forth his reservation regarding the grade awarded and hence appraised the committee members of the re-appeal.

The re-appeal process was completed by uploading the documents on 12th October 2024 on the NAAC's portal. The follow up of the same was under process in communication with the Director, NAAC, Bengaluru.

Agenda No. 4

To appraise the members on the number of confirmed admissions for the first year B Arch program and B.Voc ID.

Member Secretary appraised the members of the CDC the status of the first Year B.Voc-ID and B.Arch (academic year 2024-25). The B.Voc-ID had a quorum of 72 (60 allotted seats +12 additional offered by the University of Mumbai) students for the First year of the academic year 2024-25. The orientation and commencement of the program was conducted on 26th of June 2025.

While, a full quorum, i.e. 80 seats along with the 7 additional seats from the EWS category, for 1st Year B.Arch (Academic Year 2024-25) was completed by the end of the third round of admissions of Centralized Allotment Process (CAP) for B.Arch admissions. The academic session started on 16th of September 2024 with orientation for students and parents. Both were made aware of the decorum of the institution and the ordinances of the University of Mumbai for the B. Arch degree program.

Agenda No. 5

Appraise the members on appointment of teaching staff for B.Arch and B.Voc ID.

IQAC coordinator, Ar. Meghana Patil informed the members of the application process for B.Arch and B.Voc-ID as received against the advertisement published in the leading newspapers.

- ID. Siddhi Sirsat, was appointed as assistant professor for the B.Voc ID program.
- Ar. Chaitanya Karanjavkar, visiting faculty for Semester 1, First Yr.B.Arch was identified for the full time faculty role.
- The COA Ratification process of the full time faculty members had been initiated and was scheduled for January 2025.

Agenda No. 6

Appraise the members on academic progress for academic session 2024-25

- a. End of odd semester examination for all classes.***
- b. Declaration of results.***

Ar. Sachin Prabhu, Member-CDC and Examination Head appraised the members of the winter examinations ATKT for Even semesters 2,4 and 6 examinations and viva-voce were conducted in the month August 2024, while the regular examinations and viva voce for (Odd) semesters 1,3,5,7 & 9 were conducted in the month of October 2024.

The results of winter examinations (ATKT & Regular) were declared within the stipulated 45 days from conclusion of the examinations.

Agenda No. 7

Appraise the members on the domestic study tours conducted for the B.Arch for the academic year 2024-25.

Ar. Mandar Parab, Member Secretary appraised the CDC committee of the recently concluded domestic study trips for 2nd year B.Arch to Chennai-Auroville-Chidambaram and Thanjavur and 3rd year B.Arch to Delhi-Amritsar and Dharamshala in the month of October 2025.

Further it was apprised that the students of the 3rd Year B.Arch along with the accompanying faculty members got an opportunity to visit the Parliament and meet the honorable speaker of the Lok Sabha.

Feedback for both the domestic circuits was conducted and needful action was taken.

Agenda No. 8

Appraise the members on the International study trip to France & Spain for the academic year 2024-25

Ar. Mandar Parab, Member Secretary appraised the CDC committee of the recently concluded International study trip to France and Spain in the month of November 2025. A total of 45 students from B.Arch and B.Voc-ID were accompanied by 6 faculty members of the both departments.

The International tour spanned over 12 days which included visits to Paris Bordeaux Bilbao Madrid Valencia and Barcelona, where buildings of architectural innovation, heritage and narrative were visited.

Agenda No. 9

Appraise members regarding functioning of all statutory committees.

Ar. Mandar Parab, Member Secretary, appraised the CDC committee that the Temporary Affiliation for both B.Arch and B.Voc ID with application no. AFM135666D0 was procured by paying the fee to University of Mumbai on 9th of September 2024.

Meetings of various college committees have been conducted and minutes of the meetings were prepared and signed.

Agenda No. 10

Appraise members regarding the participation for National Association of Students of Architecture (NASA).

The Member Secretary invited NASA incharge Ar. Neeta Sarode to appraise the CDC members on the intended NASA participation by the institute in NASA (academic year 2024-25). Ar. Neeta Sarode informed the members that the NASA contingent of LSRSoA has successfully participated in CPK trophy, LIK trophy, MSL Trophy, Writing Architecture Trophy, Annual NASA Design Competition, Adaptive Reuse Trophy till 7th of December 2024. She further mentioned the team is presently working on GRIHA trophy, Short Film Trophy and Reubens Trophy.

The committee commended the institution's efforts towards facilitating comfortable and secure stay and food to the student contingent.

Agenda 11

Appraise the members on formation of the Rotaract club of BSACES L.S. Raheja School of Architecture.

Ar. Mandar Parab, Member Secretary, appraised the CDC committee regarding the formation of Rotaract Club of L.S. Raheja School of Architecture. First installation Ceremony of the club was conducted on 30th of September 2024. This ceremony was attended by the distinct Rotaract representatives, where the 18 student members and now the Rotaract representatives of LSRSoA were presented with appointment letters, lapel pins. The ceremony also included introduction of the Club theme and unveiling of the club logo. Overall 55 students signed up for paid membership for the Rotaract club of BSACES L.S. Raheja School of Architecture.

Agenda 12

Appraise the members about the Internship Placement Drive for Students of Semester 8th of B.Arch and Semester 6th of B.Voc-ID for the academic year 2024-2025.

The Inaugural Internship Placement Drives for the Students of B.Arch and B.Voc-ID were independently conducted in the month October and November respectively.

Ar. Anuj Gudekar, Associate Professor and Member CDC confirmed that 45 architecture, Interior Design and Allied firms showed interest via a google form shared for the placement drive. The event was attended by 18 of the 45 firms mentioned earlier, while 2 firms did a walk-in entry for the event. Among the 72 students, eligible for the placement drive, 65 students participated in the internship placement event. 19 from these 65 students secured internships with the participating firms, while 6 secured internships via faculty members references. While 46 students secured internships by themselves based on their respective interest in the specialization and or firms.

Prasanna Pandit, Assistant Professor B.Voc-ID, was called upon to give an insight into the Internship Placement Drive conducted for the students of 3rd year B.Voc-ID.

The class, comprising 67 students, saw 36 students attend the drive in pursuit of internship opportunities. The event witnessed registration from 48 firms. However 10 from these 48 firms attended the drive with additional 9 firms participating the internship placement through walk-in, thus a total of 15 firms attended the event.

12 students successfully secured internship positions with various companies. The event not only facilitated placements but also offered students a chance to engage in real-world interview and interaction experiences, contributing to their professional growth.

Overall, the Internship Placement Drive was a success, with room for further improvement in ensuring confirmed firm attendance and increasing student involvement. The department looks forward to organizing future drives with enhanced planning and wider participation.

Agenda 13

Appraise the members on activities and events organized by Student Council 2024-2025

Student Council President, Nakul Gajjar appraised the CDC committee of the activities and events organised by the council as mentioned below-

- Independence Day
- Teachers Day
- Freshers Party- B.Voc-ID
- Freshers Party- B'Arch
- Ganesh Chaturthi celebration
- Initiation of Clubs (an inaugural venture decided by the Students Council 2024-25)
- Navratri - Dandia event for B.Voc-ID
- Navratri - Dandia event for B.Arch
- Diwali Celebration

Ar. Mandar Parab, Member Secretary appraised the CDC committee regarding inaugural events - Aarohan and Alankar, celebrating the Sports week and Musical and Band Nights respectively along with the annual exhibition and academic felicitation event- Aakar. Aarohan, the annual sports week has been scheduled from the 18th until 24th of December 2024. While the Aakar and Alankar have been scheduled from 18th till 26th January 2025.

Agenda 14

To discuss reports of the Internal Quality Assurance Committee (IQAC) appraise the members on the recommendations of the IQAC.

The IQAC report was read and members were apprised of the recommendations of the IQAC conducted on 29th November 2024 by the IQAC coordinator. IQAC during the meeting conducted the following reviews

- NAAC appeal against grade received and the way ahead with AQAR was discussed.
- The student feedback on curriculum, individual teachers were scrutinized and necessary action was taken.
- Need to raise the concerns identified via the stakeholder feedback with the Board of Studies- University of Mumbai.

- Participation of the faculty members for the COA organised TTP and TRC along with ideation and shortlisting of the speakers list for a COA TTP organised by BSACES LSRSoA was discussed.
- A detailed schedule and timelines for the extracurricular activities i.e, AAROHAN, ALANKAR and AAKAR were outlined and finalised.
- Briefs and scheduling for the Resonance Design competition was discussed amidst the academic and extracurricular activities of the academic year 2024-25. It was mutually and amicably agreed to host the competition in the beginning of the academic year 2025-26.
- The 'Additional Mentorship Initiative' was discussed for its implementation and challenges faced.
- The Value added course as introduced as one of the recommendations from the NAAC and NEP guidelines, during the academic year 2024-25 received below average participation. Hence taking into the consideration the academic pressures and willingness to successfully complete these courses, an approach to tackle the same was discussed.

The Ex-Officio chairperson congratulated and appreciated the team for their continued efforts at quality education and improvement. He hoped that the team continued with their stellar academic performance for years to come.

Agenda No. 15

To appraise introduction of Extra Curricular Value Added Courses Academic Year 2024-2025

With permission of the Exofficio Chairperson, IQAC coordinator Ar. Meghana Patil, appraised that the Institute successfully conducted the Value Added Language course in German. This course was conducted in collaboration with the Goethe institute, where a language teacher- Ms. Yogita Sawale, was assigned to the interested students. This course was conducted twice on weekdays for the duration of 3 hours after the stipulated time table for B.Arch. While an additional session was conducted on the Saturdays to account for the scheduled learning hours. A feedback mechanism was also implemented for smooth conduct of the German language classes, considering the foreseeable academic commitments. A hybrid module was also adapted for the convenience of the participating students.

She further informed that other extra curricular value added courses as discussed in the previous meeting were offered to the students. However, owing to the poor response to both the Value Added Courses had to be cancelled.

Agenda No. 16

To appraise the implementation of ERP, need for additional handheld devices with stylus for the 8 classes (5 nos. for B.Arch + 3 nos. for B.Voc-ID)

With permission of the Exofficio Chairperson, the Member Secretary appraised the ERP implementation for B.Arch and B.Voc-ID with respect to the Attendance module for the academic year 2024-25 was successfully completed. Interim meetings between team and the faculty members were conducted to review and implement additional features, so as to make the process full proof. Further the CDC Committee was appraised that the Implementation of the evaluation and administrative module were currently being addressed.

Agenda No. 17

Appraise the members for the need for 'Mental Rejuvenation' for students to deal with academics related stress.

Ar. Meghana Patil, Associate Professor and IQAC coordinator emphasised the importance of Mental Rejuvenation for the students of the institution. Her reading of the reports of the interactions of Mentors assigned to various classes highlighted issues that the students were currently facing outside of the academic curriculum.

This need for mental rejuvenation is over and above the provision of the professional counsellor that has been made available over the years, free of charge to the students by the management of the institution.

ID. Kaustubh Khanolkar, Head of Dept. B Voc ID, with the permission of the member secretary suggested to observe if the access to recreational facilities such as Table Tennis and carrom boards within the common rooms could help the students. This suggestion was welcomed by the committee.

Agenda No. 18

Any other matter with the permission of the chair.

Agenda No. 18 a

Ratification of segregation of the electricity expenses based on the courses by the institution i.e. B.Arch, Govt. IDD & B.Voc ID.

Ar. Mandar Parab, Member Secretary, appraised the CDC committee regarding the approved and ratified segregation towards electricity expenses. The segregation is based on the strength of students, the daily - hourly engagement stipulated by the courses offered by the institution.

The approved course-wise segregation of the electricity expenses is as follows:

1. B.Arch 65% of the total monthly electricity expenses.
2. Govt. IDD 20% of the total monthly electricity expenses.
3. B.Voc ID 15 % of the total monthly electricity expenses.

With no further Agenda to discuss, the Member Secretary thanked everyone for attending the meeting and the Meeting concluded.



Mr. Shyam Wadhwani
Chairperson



Ar. Mandar Parab
Member Secretary

College Development Committee 2024-25



2nd Meeting for Academic Year 2024-25

| MEETING NO. | DAY & DATE | VENUE | TIME |
|-------------------------------|--|---------------------------------------|--------|
| 2 Academic Year 2024-25 | Tuesday 10 th December 2024 | 1st floor Conference Room LSRSA | 3:00PM |

List of Members in the College Development Committee 2024-25:

| Sr. No. | Name | Designation | Attendance Notice for CDC meeting scheduled on 28th June 2024 10 th DEC'24. |
|---------|---|---|--|
| 1 | Mr. S. N. Wadhwani (President, Bombay Suburban & Craft Education society) | Ex-Officio chairperson | <i>Sugamr anday</i> |
| 2 | Mr. Arvind Tiwari (Hon. Gen. Sec., Bombay Suburban & Craft Education society) | Secretary of Management | <i>Arvind Tiwari</i> |
| 3 | Ar. D.D. Bhagwat (Practicing Architect) | Nominee of the Management from the Industry | <i>Ar. D.D. Bhagwat</i> |

| Sr. No. | Name | Designation | Attendance Notice for CDC meeting scheduled on 20th June 2024 , 10 th DEC. |
|---------|---|---|---|
| 4 | Mr. Conrad D'souza (Principal, SRIHM) | Nominee of the Management from the Education Field |  |
| 5 | Ar. Amol Shimpi (Practicing Architect & Alumni) | Nominee of the Management from the Research Field |  |
| 6 | Ar. Nilesh Mahale (NGO) | Nominee of the Management from Social Service Field |  |
| 7 | Ar. Mandar Parab (Principal, LSRSOA) | Member Secretary |  |
| 8 | Ar. Meghana Patil (Assoc. Prof, LSRSOA) | IQAC Coordinator |  |
| 9 | ID. Kaustubh Khanolkar (HOD. B.Voc. ID) | Head of Department nominated by the Principal |  |
| 10 | Ar. Sachin Prabhu (Professor, LSRSOA) | Member |  |
| 11 | Ar. Anuj Gudekar (Assoc. Professor, LSRSOA) | Member |  |
| 12 | Ar. Milind Amle (Prof. Design Chair, LSRSOA) | Member |  |
| 13 | Ar. Mridula Pillai (Asst. Professor LSRSOA) | Member |  |
| 14 | Mr. Sachin Sawant (Off. Spdt.) | Non- teaching Employee |  |
| 15 | Mr. Nakul Gajjar (President, Student Council) | Student Representative |  |

| Sr. No. | Name | Designation | Attendance Notice for CDC meeting scheduled on 28th June 2024 |
|---------|---|------------------------|---|
| 16 | Mr. Prathamesh Mahajan (G.Sec. Student Council- B.Arch) | Student Representative |  |
| 17 | Mr. Lucky Talreja (G.Sec. Student Council- B.Voc-ID) | Student Representative |  |



Ar. Mandar V. Parab
Member Secretary
College Development Cell (CDC)