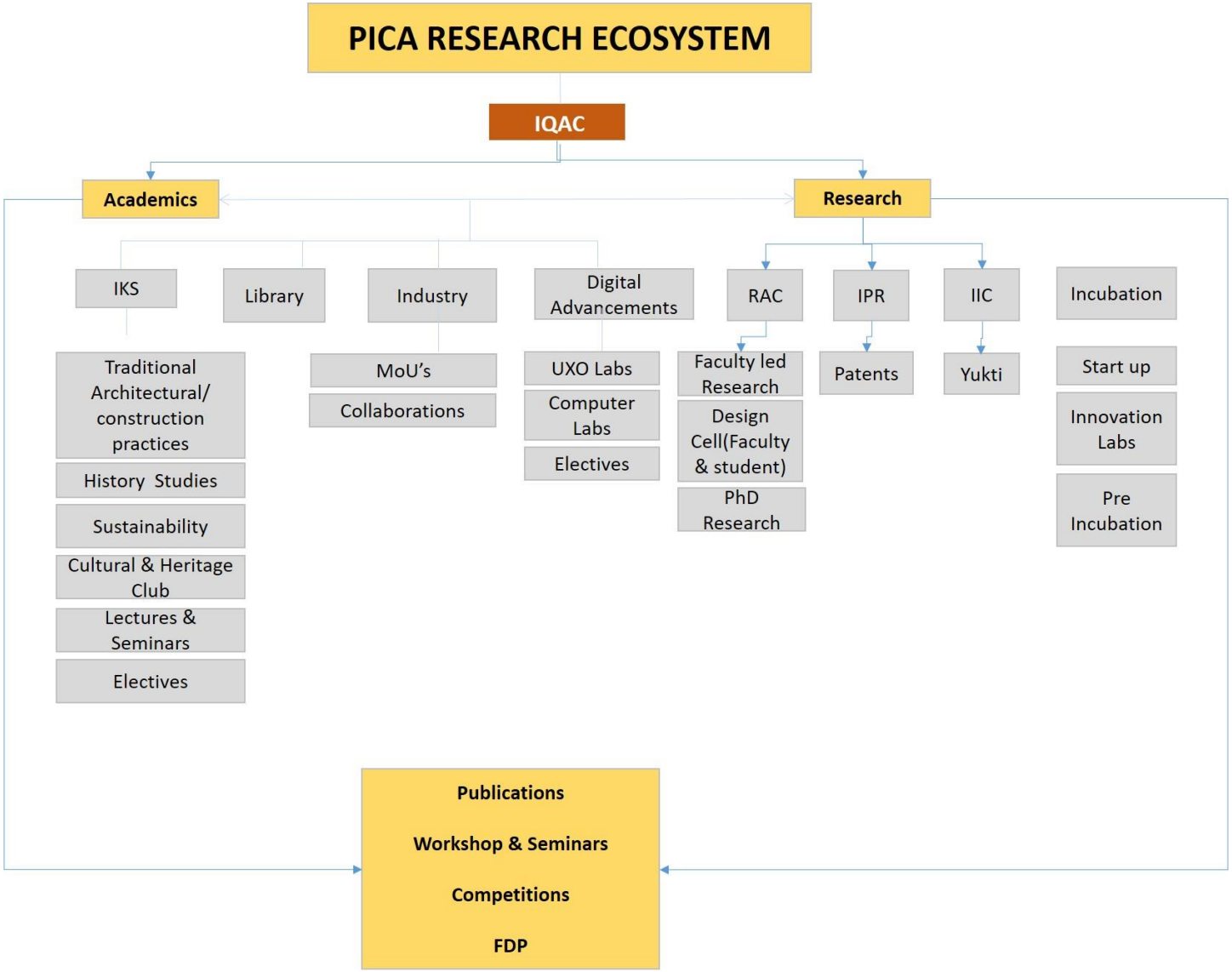
PICA RESEARCH ECOSYSTEM
IQAC
Academics
Research
IKS
Library
Industry
Digital Advancements
RAC
IPR
IIC
Incubation
Traditional Architectural/ construction practices
History Studies
Sustainability
Cultural & Heritage Club
Lectures & Seminars
Electives
MoU's
Collaborations
UXO Labs
Computer Labs
Electives
Faculty led Research
Design Cell(Faculty & student)
PhD Research
Patents
Yukti
Start up
Innovation Labs
Pre Incubation
Publications
Workshop & Seminars
Competitions
FDP

Mahatma Education Society's

PILLAI COLLEGE OF ARCHITECTURE

Pillai

FACULTY AND STUDENTS

HANDBOOK

PiCA

Updated April 2022

3. The PICA Ethos

With respect to the PICA's vision and mission, PICA has following goals to achieve through its working.

3.1 Goals

In line to the institute's vision of making responsible technical professional with the help of trained and dedicated teachers, PICA has taken numerous initiatives to develop both students and faculty. The institute takes a 360 view of the development of itself and all its stakeholders. We have articulated broad institutional goals such as

- Competency Enhancement: PICA strives to continuously enhance the competencies of its students and faculty. This pillar emphasizes the acquisition and improvement of practical skills, knowledge, and abilities relevant to their respective fields. The institute offers various programs, workshops, and training sessions to ensure that all stakeholders stay updated with the latest developments in their domains.
- Research and Innovation: Encouraging research and fostering innovation is a core principle of PICA. The institute actively supports the establishment of research centers and provides resources to facilitate impactful research. Through promoting a culture of innovation, PICA aims to contribute to advancements in technology and knowledge.
- Knowledge Progression: PICA is committed to promoting a culture of continuous learning and knowledge progression. This pillar focuses on creating an environment where students and faculty are encouraged to explore and expand their intellectual horizons. The institute aims to develop individuals who are not just knowledgeable but also possess a thirst for lifelong learning.
- Environmental and Social Values: PICA takes its responsibility towards the environment and society seriously. This pillar emphasizes adopting sustainable practices, raising awareness about environmental issues, and promoting social values. The institute encourages practices such as recycling, using renewable energy sources, and engaging in community service to contribute positively to society.
- Entrepreneurship and Employability: PICA believes in nurturing an entrepreneurial spirit among its students and faculty. This pillar aims to equip individuals with the skills and mindset needed to excel in their careers or start their ventures. The institute provides support for entrepreneurship development and fosters an environment that enhances employability.
- Design Thinking: PICA promotes design thinking as a problem-solving approach. This pillar emphasizes the importance of creativity and empathy in addressing challenges and finding innovative solutions. By incorporating design thinking principles into its curriculum and activities, the institute aims to cultivate well-rounded individuals who can tackle complex problems with a human-centric approach.

Together, these six pillars constitute the bedrock of PICA's educational philosophy, guiding its efforts to empower stakeholders, foster industry interactions, conduct impactful research, and instil social and environmental consciousness. By emphasizing holistic development, PICA aims to create responsible and capable Professionals who can contribute meaningfully to society and the respective fields.

3.2 Students

The PICA student experience is supported by the 6 pillars shown below

3.2.1 Enhanced and Supportive Teaching Learning

PICA believes in creating an enhanced and supportive teaching and learning experience for students. The curriculum gives multiple chances to students to gain practical experience through various interactive studios, group discussions, expert lectures, hands on workshops and library and also provides additional support for slow learners by counseling. PICA also provides opportunities and recognition for its students to take advanced courses online.

3.2.2 Leadership

PICA believes in developing the leadership abilities in its students. This is done through active participation of the student council and student groups in the institute and with student memberships in various committees. PICA has also established a student activity fund which provides students funds to compete in various competitions at the national and international level. It also conducts Alegria, a Pillai campus wide festival that is fully organized and executed by students. There is also active encouragement of sports activities throughout the academic year.

Figure 4: : Active participation of the student council and student groups in the institute

3.2.3 Entrepreneurship and Employability

Architecture is a noble profession which provides its aspirants high opportunities to work for their own and start their architectural firms. Encouraging entrepreneurial spirit is an important aspect of the PICA student curriculum.

3.2.4 Research and Innovation

PICA has a couple of centre of excellence in various fields that create research and consultancy opportunities for its students and faculty. This is augmented by students getting live projects, going on study tours, participating in competitions and hands on workshops. Alumni also routinely return to the campus to share their knowledge and experiences with current students.

3.3.3 Environmental and Social Values

PICA believes in inculcating strong social, moral and ethical values among its faculty with a strong focus on the environment and its conservation. We have included in the curriculum value education as well as strict rules for academic honesty and plagiarism. PICA also has various programs to increase environmental awareness such as swatch campus, paperless office, e-waste recycling, bio-gas plant etc. Also, every year PICA faculty and staff bring one NGO on campus to celebrate community service day and Uber Rang.

3.3.4 Competency Enhancement

PICA believes in developing the leadership abilities in its faculty. This is done through active participation of the faculty in the administration of the institute and memberships in various committees of the University of Mumbai such as the Board of Studies. It also encourages faculty to become members of various professional associations and assume leadership roles in them.

3.3.5 Research and Innovation

PICA has established center of excellence in various fields to encourage faculty expertise in certain areas or research. These centers bring together faculty having different backgrounds and they have a common research goal. It also creates a hub where faculty can carry out related consultancy actives Funds are also provided to conduct regular seminars, conferences and workshops on specialized topics of interest. In addition, faculty are proactive in pursuing MOUs with industries for activities such as joint research, common use of facilities, library access, placement and internships etc.

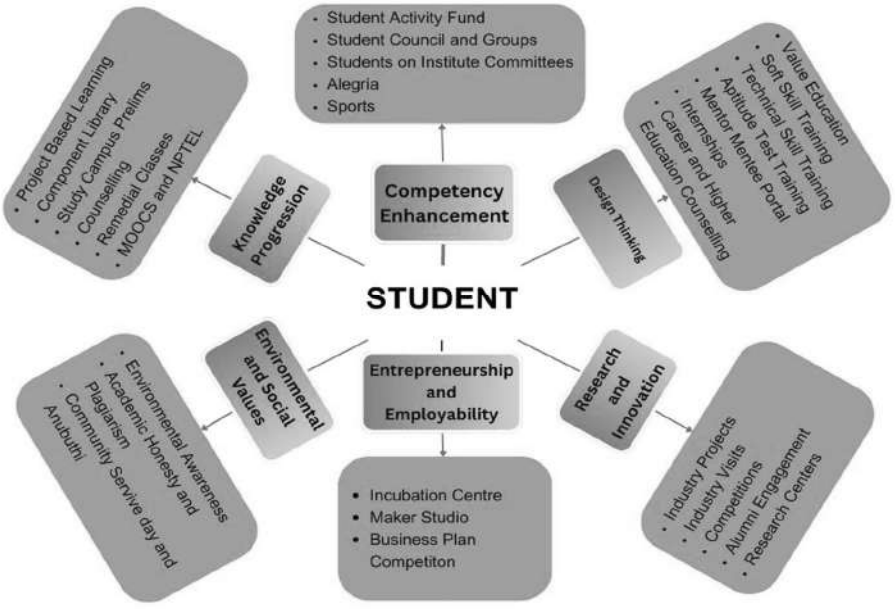

Figure 8: PICA's six pillars for Students - Competency Enhancement, Research and Innovation, Knowledge Progression, Environmental and Social Values, Entrepreneurship and Employability, and Design Thinking

6.15 Research Advisory Committee

Composition

- Principal
- Experts from Core/Visiting Faculty
- External Experts

Objectives

- To oversee and supervise Research and Development activities in the Institute.
- To ensure performance by proper monitoring of research projects and engagement in all the research thrust areas.
- To identify newer areas of research and encourage faculty and students to work in those areas.
- To encourage faculty to submit research projects to funding agencies and generate funds for equipment, projects etc.

Responsibilities

- To explore possibilities of research collaborations both nationally and internationally.
- To review and monitor research and development activities in all the thrust areas.
- To arrange lectures and seminars periodically to provide academic support and guidance to researchers on the basis of recommendations from Empowered R& D Counselling Committee members.
- To monitor the quality of dissertations and thesis topics and reports.
- To give feedback to researchers and management periodically (half yearly).
- To encourage and motivate faculty for externally funded research and development, interdisciplinary and multidisciplinary research, product design and development, publications in journals of high standing.
- To facilitate discussions and collaborations with researchers from other institutes, with the possibility of joint work in various thrust areas of national and international importance.
- To initiate and promote MoU with industries and R & D organizations; for consultancy, collaborative research, sponsored projects, industry institute interactions etc.
- To arrange talks and interactions by eminent personalities from industry, R & D organizations and institutions of repute; for the better understanding of research methodology and practices currently followed.
- To support faculty for delivering talks at different events and conducting workshops, training programs, seminars, conferences, symposiums and faculty development programs.
- To visit R& D organizations and disseminate information regarding the effective implementation of research projects.
- To suggest peer reviewed national and international journals for subscription in institute library
- To motivate students for presenting technical papers in National and International conferences and projects in competitions and exhibitions. B.ARCH. projects can be considered as a mini research project.
- To encourage and organize R& D Interdepartmental / collaborative work positively.

6.16 IPR Cell

The IPR cell is a sub-committee under the Research Advisory Committee.

Responsibilities

- Formulate an IPR policy for the Institute
- Monitor and recommend IP generated by PICA faculty, staff and students for patents and trademarks
- Have information sessions and workshops for faculty and students on IPR related topics

6.17 Academic Advisory Committees

Each department will have an academic advisory committee to advise on courses, industry requirements, training and placement etc.

Composition

- Chairperson (Principal)
- One senior faculty member
- One expert from industry
- One faculty member from an external institute

Objectives

- To evaluate PEO, PSO, CO etc. and provide recommendations for improvements
- To submit the report to IQAC on evaluation of attainment of PEOs
- To recommend industry relevant courses or certifications to be implemented by the college.

6.18 Student Council

The student council helps share students' ideas, interests, and concerns with faculty and principals. They often also help raise funds for institute-wide activities, including social events, community projects, helping people in need and institute reform. Its main goals are to help students learn how to handle leadership roles and give them influence over policies. Students can hold various positions, giving them experience handling responsibilities and working with others. In addition to their duties, most students also have voting powers.

Composition

- General Secretary
- Cultural Secretary
- Technical Secretary
- Sports Secretary
- Principal's Nominee
- Principal's Nominee
- Women's Representative
- One Representative from each class

Experience, Explore and Enroute the different shades of nature

Understand the nature and coexistence of various species into it.
Revamp the abundant sites through plantations or water conservation programs.
Spread awareness regarding nature conservation within nearby communities.
Refuse, reuse & recycle the non-degradable.

(Story tellers & explorers) Books and Movie Club

The main objective of the club is to have interesting conversations about intriguing books & movies & create awareness about the various real life stories locally, nationally and internationally in various disciplines of art and architecture, social dynamics, cultural diversity, and environment.
We recognized that in this age of technology literature is not limited to books alone but encompassed a wide range of mediums such as research papers, documentaries, short films, blogs, and more. We will review this new age literature and will have interactive sessions to analyse the stories, and discover interesting facts.

Competitions:

PICA, organizes intercollege competitions like Nirmal and photography competitions. These competitions not only allow students to showcase their talents and skills but also provide a platform for them to interact with peers from different colleges.
Winning in several intercollege competitions, such as KIDC, highlights the excellence and capability of the students at PICA. These achievements not only bring recognition to the institution but also boost the confidence and motivation of the participating students.

Figure 13: Competition - Nirmal

The concerned faculty member has to inform the Principal in advance before accepting the consultancy work. The proposal from the faculty member should clearly indicate the effort involved (in terms of use of office time) and the extent of use of infrastructure of the institute.

Faculty member should also submit the budget to the principal where details of fees received (or to be received) and details of expenses towards travel etc are given. In general college would not pay for of travel or cost of equipment (specific to the project). Faculty member would be allowed to use available infrastructure of the institute.

Faculty member should pay 30% of the consultancy fee (and GST if applicable) to the college, if he/ she uses college infrastructure for implementation of the project. However, if faculty member does not use college infrastructure, he should pay 10% of the consultancy fee (and GST if applicable) to the college. The Principal is the final authority to decide the quantum of consultancy fee, which a faculty member should pay to the college.

Paid consultancy assignments must have a letter or purchase order from the organization, clearly mentioning the work carried out, timeline and amount of consultancy, people involved.

MES will raise an GST invoice for any consultancy project and raise an invoice containing 18% GST as per the existing rates.

Unpaid Consultancy/Projects
In certain circumstances, faculty members may be requested by government agencies or non-profit organizations to conduct consultancy on an honorary basis. In such cases, faculty members should try to obtain a letter or request from the requesting agency in writing wherever possible. The faculty may carry out such projects after notifying the principal.

15.3.6 Industry MOUs

Faculty are encouraged to pursue formal tie-ups with genuine industries or companies which can be in the form of MOUs. The MOUs can have the following goals

- Provide industrial or skill development training for students and faculty.
- Use of laboratories, libraries, classrooms and equipment of the institute.
- Use of equipment and facilities of the industry
- Collaborate on research and consultancy projects
- Sponsorship of college activities such as conferences, seminars etc
- Provide internships and employment

Procedure
Faculty can reach out to industries to initiate discussions on signing MOUs.
Faculty can then notify the principal about the specifics of the industry and the nature of the MOU and interaction.

Procedure

Students can make an application through their faculty advisor to the committee
The application must involve details of the competitions, funds required, their utilization etc
The committee may ask for the student or students to give a presentation to the committee.
The committee will consider the students academic, attendance and disciplinary record while deciding the amount of funding to be distributed.
Once sanctioned all the expenses will be born through the college accounts department.

20 Research and PhD Centers within PICA

PICA has already established PhD center and seeks to establish
research center. Vision
To contribute to India and the World through research in various academic fields that can serve the purpose of nation development, community development and capacity development. Mission

To generate new knowledge by engaging in cutting-edge research in various disciplines.

20.1 Establishment of Research/PhD Centers

Establishment of research and PhD centers will be as per the norms of Mumbai University and the State of Maharashtra and subject to approval from the competent authorities.

PhD center will have at least one guide who is specialized in the area of expertise of that research center.

Approval must be obtained by the MES Executive Committee board before the start of a research center within its institutions. The following guidelines must be met before seeking establishment

- Have a Mission/Vision
- Have focused areas of research
- Identified facilities/equipment/software etc necessary or already acquired for the establishment of the center

Once approved the PhD center will constitute a Research Advisory Committee composed of principal, dean research, heads of the department and an external expert.

Admission policy and required course work

- As per guidelines of Mumbai University

20.2 Policy on Research

All research work conducted must be original, ethical and contribute to the development of society.

Must adhere to a code of ethics and MES academic honesty policy.

Research guides and students are required to interact monthly and students are required to update them on progress monthly.

An annual progress report to a team of experts (both internal and external) are also required.

PhD students in technology are required to spend a minimum of 21 days per semester on the campus of the center.

20.2.1 Collaborative and Multidisciplinary Research

All research centers are encouraged to collaborate and share research across disciplines.

Various platforms must be used by the research center to showcase the work

- Website
- Email Updates
- MES Research Forum
- Conferences

20.2.2 Research Advisory Committee

In pursuant to the guidelines issued under section 15 of the University of Mumbai Circular No: Exam/Thesis/ University/VCD/947 of 2018, constitution a Research Advisory Committee is done at PiCA.

This RAC shall have the following responsibilities:

- The primary roles of the Research Advisory Committee is to advice, support and promote the development, implementation, review and dissemination of all research and evaluation activities within the University.
- To design and implement research related activities and programs to encourage research culture at PiCA.
- To review the Research Proposal and finalize the Topic of Research
- To Guide the students of UG, PG and Ph.D to develop the study design and Methodology of Research and identify the courses that he/she may have to complete.
- Evaluating research and administrative policies, procedures and advising project investigators for further improvement.
- Consulting and encouraging new research ideas and promoting them to foster.
- Reviewing the research proposal, shaping the projects, design and methodology development.

- Scrutinizing the research activities of Ph.D. scholars and postdoctoral fellows on a half-yearly basis.
- Assessing the progress and advising them for further improvement.

The committee has to discharge all the above responsibilities together with other responsibilities as prescribed in the University of Mumbai Circular no: Exam/Thesis/ University/VCD/947 of 2018 for submission Research Proposal, Topic Approval, Award of Grade fro Course Work, Colloquium and other related activities pertains to the admission to the Ph.D. (Technology) Degree course.

20.2.3 Institute Funding for Research Activities

Institute will provide a Rs 50000 per registered PhD student as a seed grant to faculty members.

This grant can be used to register the students for conferences, workshops and for travel etc. These must be organized by reputable agencies or organizations.

The grants can also be used to purchase equipment or consumables relevant to the PhD students work.

Institute will pay the full cost of filing patents if it deems that any patents generated from the center have commercial value.

Institute will provide part time employment as teaching assistants or lectures to PhD scholars working at the center provided they meet eligibility norms and fulfil institute requirements.

20.2.4 Policy on Publications

All publications that are considered for graduation of students or towards fulfilling any statutory requirements must be published in a peer-review international journals. Center shall provide a list of approved journals in the specific research area to the candidates and guides in advance. In case the candidate wants to publish in journal that are not pre-approved he or she must provide justification in advance before submitting the article.

Candidates are free to present their research in any forum/conference they and their guide deem appropriate for their research. However, conference publications that are considered to fulfill statutory requirements must be in conferences that are organized by national or international organizations of repute. The center shall provide a list of pre-approved conferences that a candidate can use towards fulfilling the requirements.

All publications must go through plagiarism checks before being sent for publication. PhD students conducting research must use the affiliation of the Institute in which they are pursuing their PhD. All guides must also be co-authors on all publications.

20.2.5 Policy on Sponsored Research/Consultancy Projects

All research projects that require the use of MES facilities and/or infrastructure shall be liable to pay a minimum overhead charge of 30% to MES Institute. This

20.2.7 Procedure for accepting consulting projects

The concerned faculty member has to inform the principal in advance before accepting the consultancy work. The proposal from the faculty member should clearly indicate the effort involved (in terms of use of office time) and the extent of use of infra-structure of the institute.

Faculty member should also submit the budget to the principal where details of fees received (or to be received) and details of expenses towards travel etc are given. In general college would not pay for of travel or cost of equipment (specific to the project). Faculty member would be allowed to use available infra-structure of the institute.

Faculty member should pay 30% of the consultancy fee (and GST if applicable) to the college, if he/ she uses college infrastructure for implementation of the project. However, if faculty member does not use college infrastructure, he should pay 10% of the consultancy fee (and GST if applicable) to the college. The principal is the final authority to decide the quantum of consultancy fee, which a faculty member should pay to the college.

Paid consultancy assignments must have a letter or purchase order from the organization, clearly mentioning the work carried out, timeline and amount of consultancy, people involved.

MES will raise an GST invoice for any consultancy project and raise an invoice containing 18% GST as per the existing rates.

20.3 PhD Program Objectives and Outcomes

The aim of architectural education at PiCA has been to develop a research disposition in students and to establish institution of architectural excellence that advances education at both global and grass-root level needs, research, innovation, entrepreneurship, sports and impart a sense of social responsibility.

In the current increased awareness and higher consciousness towards research, it is crucial that we provide a robust research program with strong blend of science and philosophy that will deal with holistic and progressive approach towards PhD degree in Architecture.

It will be the focus of PiCA research center to provide opportunities to the research scholars to experience, explore and experiment with strong support and to encourage them for the multi-disciplinary research that will truly address social / environmental / technical issues associated with architecture and land upon a deliverable that will contribute to resolve the issues in practical sense and to make a better living environment for the people.

PhD Program Objectives

- The Degree of Doctor of Philosophy recognizes a clearly discernible advancement in the state of knowledge in a particular branch of learning, clearly attributable in the large, to the recipient of this degree and acknowledged by representatives of the peer community in that field.

20.6 Code of Research Ethics

The following is a rough and general summary of some ethical principles that MES researchers address

Honesty Strive for honesty in all scientific communications. Honestly report data, results, methods and procedures, and publication status. Do not fabricate, falsify, or misrepresent data. Do not deceive colleagues, granting agencies, or the public.
Objectivity Strive to avoid bias in experimental design, data analysis, data interpretation, peer review, personnel decisions, grant writing, expert testimony, and other aspects of re-search where objectivity is expected or required. Avoid or minimize bias or self-deception. Disclose personal or financial interests that may affect research.

Integrity Keep your promises and agreements; act with sincerity; strive for consistency of thought and action.

Carefulness Avoid careless errors and negligence; carefully and critically examine your own work and the work of your peers. Keep good records of research activities, such as data collection, research design, and correspondence with agencies or journals.

Openness Share data, results, ideas, tools, resources. Be open to criticism and new ideas.

Respect for Intellectual Property Honor patents, copyrights, and other forms of intel-lectual property. Do not use unpublished data, methods, or results without permission. Give credit where credit is due. Give proper acknowledgement or credit for all contributions to research. Never plagiarize.

Confidentiality Protect confidential communications, such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records.

Responsible Publication Publish in order to advance research and scholarship, not to advance just your own career. Avoid wasteful and duplicative publication.

Responsible Mentoring Help to educate, mentor, and advise students. Promote their welfare and allow them to make their own decisions.

Respect for colleagues Respect your colleagues and treat them fairly.

Social Responsibility Strive to promote social good and prevent or mitigate social harms through research, public education, and advocacy.

Non-Discrimination Avoid discrimination against colleagues or students on the basis of sex, race, ethnicity, or other factors that are not related to their scientific competence and integrity.

Competence Maintain and improve your own professional competence and expertise through lifelong education and learning; take steps to promote competence in science as a whole.

Legality Know and obey relevant laws and institutional and governmental policies.

Animal Care Show proper respect and care for animals when using them in research. Do not conduct unnecessary or poorly designed animal experiments.

Human Subjects Protection When conducting research on human subjects, minimize harms and risks and maximize benefits; respect human dignity, privacy, and autonomy; take special precautions with vulnerable populations; and strive to distribute the benefits and burdens of research fairly.

(Adapted from Shamoo A and Resnik D. 2009. Responsible Conduct of Research, 2nd ed. New York Oxford University Press.)

21. Examination Policy

The purpose of the Examination Policy is

- to ensure the planning and management of exams is conducted efficiently and in the best interest of students
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff
- It is the responsibility of everyone involved in the exam processes to read, understand and implement this policy.

The Examination Policy will be reviewed annually by the Controller of Examinations.

21.1 Exam responsibilities

Controller of Examinations

- Manages the administration of University and Internal examination and production of exam results
- Advises the faculties and other relevant support staff on University Examination Timetables and application procedures as set by the University of Mumbai
- Communicates regularly with staff concerning imminent deadlines and events related to examinations
- Ensures that candidates are informed of and understand those aspects of the exam timetable that will affect them
- Receives, checks and stores securely all exam papers and completed scripts
- Helps with the accounts for income and expenditures relating to all exam costs/charges