



Mahatma Education Society's

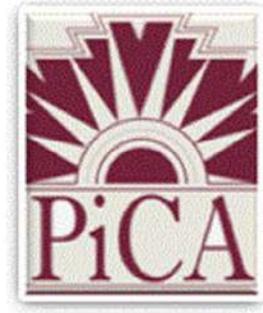
# PILLAI COLLEGE OF ARCHITECTURE

*Pillai*

# FACULTY AND STUDENTS HANDBOOK



Updated April 2022



**PILLAI COLLEGE OF  
ARCHITECTURE  
NEW PANVEL**

**FACULTY AND STAFF HANDBOOK**  
UPDATED April 2022

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## 1. Preamble

### 1.1 About Pillai College of Architecture

Pillai College of Architecture (PiCA) distinguishes itself as a visionary institution, driven by a commitment to shaping exceptional architects. PiCA's six pillars - Competency Enhancement, Research and Innovation, Knowledge Progression, Environmental and Social Values, Entrepreneurship and Employability, and Design Thinking - form the bedrock of its educational philosophy. Through these pillars, PiCA strives to equip its students with the skills and mindset necessary to excel in the ever-evolving field of architecture. By encouraging continuous learning, fostering a spirit of innovation, and promoting sustainable practices, PiCA nurtures architects who not only possess technical prowess but also exhibit a deep sense of social responsibility. Embracing design thinking principles, PiCA cultivates creativity and empathy in its graduates, empowering them to craft purposeful and people-centric architectural solutions. With an unwavering focus on excellence, PiCA ensures its alumni make meaningful contributions to society while leaving a lasting impact on the world of architecture.



**Figure 1 : PiCA Approach to Education**

PiCA was established in 1992 and is affiliated to the University of Mumbai. We have state-of-the-art facilities and distinguished faculty has been a nurturing ground for students of high academic capabilities. It is established on 7.15 acre of lush green campus with 2,30,000 sq. ft. of built-up area having spacious classrooms, well-equipped laboratories and workshops, new age computer facilities and a well-stocked library provide a stimulating educational environment within the College.

## 1.2 About Mahatma Education Society

Mahatma Education Society embarked upon its mission of "Education for all" with the Chembur English High School in the year 1970. The vision, dedication, global outlook, tenacious struggle and undaunted spirit of the Chairman and C.E.O., Dr. K. M. Vasudevan Pillai and the forward looking, untiring energy of the Secretary, Dr. (Mrs.) Daphne Pillai have now transformed the Mahatma Education Society into a vast educational organisation, spread over six elegant campuses at Chembur, New Panvel (Sector 7), New Panvel (Sector 8), New Panvel (Sector 16), Borivali (Gorai) and Rasayani (Raigad District). The Society now manages a total of 48 educational institutions providing quality education from kindergarten to Post graduate professional courses in the faculties of Architecture, Engineering, Management, Teachers Training, Arts, Science and Commerce to more than 30,000 students with 2,000 Teachers and 1,500 members of Non-Teaching Staff. All institutions managed by Mahatma Education Society have excellent Professional Faculty, World Class Infrastructure, State-of-the-art laboratories, well stocked libraries, computer centers with internet connectivity, separate hostels for boys and girls, cafeteria, gymkhana and playgrounds. Excellent results, placements, interaction with the corporate world and global exposure are some of the special features of the institutions run by Mahatma Education Society. Today the Society also runs state-of-the-art research centers in the fields of Architecture, commerce, education and architecture. These centers provide its faculty and students to be involved in cutting edge research and development, entrepreneurship activities, industrial consultancies and many more.

## 2. PICA Management

- 1) Name of the Trust Mahatma Education Society
- 2) Registered Address Mahatma Education Society, Chembur Naka, Mumbai - 400 071, Maharashtra, India, Tel 022 2522 4856 / 2522 8414, Fax 022 2522 9587, URL [www.mes.ac.in](http://www.mes.ac.in)
- 3) Registration Number
  1. Public Trust Act/ Under B. P. T. Act F 2068 (Mumbai)
  2. Society Registration Act BM / 23/70 g b 639, 24th July 1970
- 4) Board of Trustees Rules and regulations for governance are framed by the governing body and the Board of Trustees is the apex governing body.
- 5) Executive Committee / Board of Governors (BoG) The trust and society has a Board of Governance which assist Board of Trustees for management of the college activities. The Board of Governance also comprises of scientists of national repute, renowned academicians and eminent personalities from industry. The committee assumes a role of intellectual leadership and evaluates new scientific perspectives. It evolves policies and strategies for generation of innovations & development of technical programs. The main work of this committee is to give vision about new technology and courses that are to be initiated at the trust. It comprises of the CEO, COO, Dy CEO, CFO and the principals of its various institutes.

## 2.1 Composition of Board of Governors

- a) Two to five Members (Industrialist/ Technologist/ Educationist) to be nominated by the Registered Trust.
- b) Nominee of the affiliating University.
- c) Nominee of the All-India Council for Technical Education (Ex-officio)
- d) Nominee of the State Government/ UT(Ex-officio)
- e) An Industrialist/ Technologist/ Educationist from the Region nominated by the State Government
- f) Two Faculty members to be nominated from amongst the Regular Staff, one at the level of Professor and one at the level of Assistant Professor.

## 2.2 BoGs (Board of Governors) Primary Responsibilities

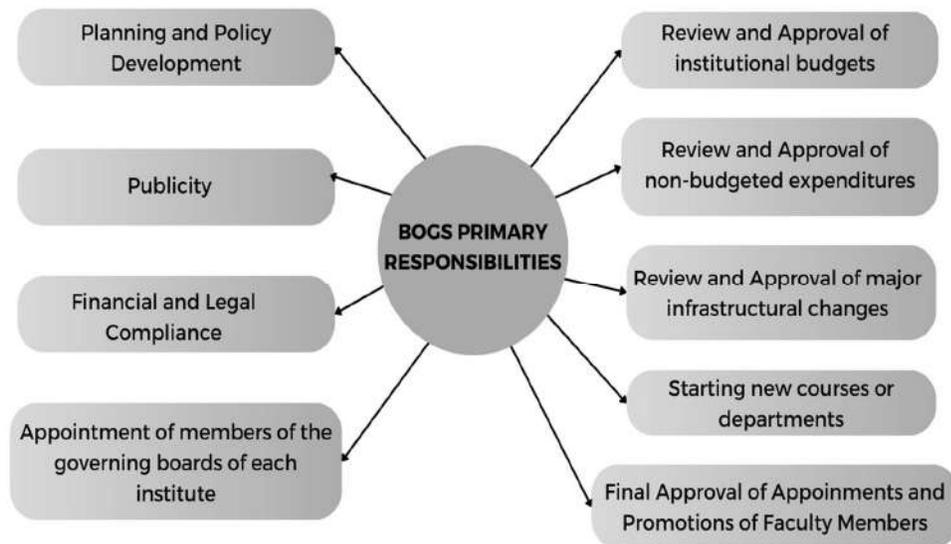


Figure 2: BoGs Responsibilities

## 2.3 MES Vision

To have a trans-formative impact on society by ensuring that all individuals have an opportunity for lifelong learning and self-improvement.

## 2.4 MES Mission

To establish institutions of excellence that advance education, research, innovation, entrepreneurship, sports, arts, culture and impart a sense of social responsibility.

## 2.5 MES Goals

- To give students skills that they can use for the benefit of society both locally and globally.
- To prepare students to become successful in research, industry and higher education.
- To encourage holistic development in students so that they can become leaders of society.
- To help faculty advance, generate, preserve and disseminate knowledge in their fields of study.
- To inculcate in faculty, staff and students a sense of responsibility towards all sections of the community.
- To instill within faculty, students and staff a sense of integrity, ethics and professionalism.

## 2.6 MES Values and Guiding Principles

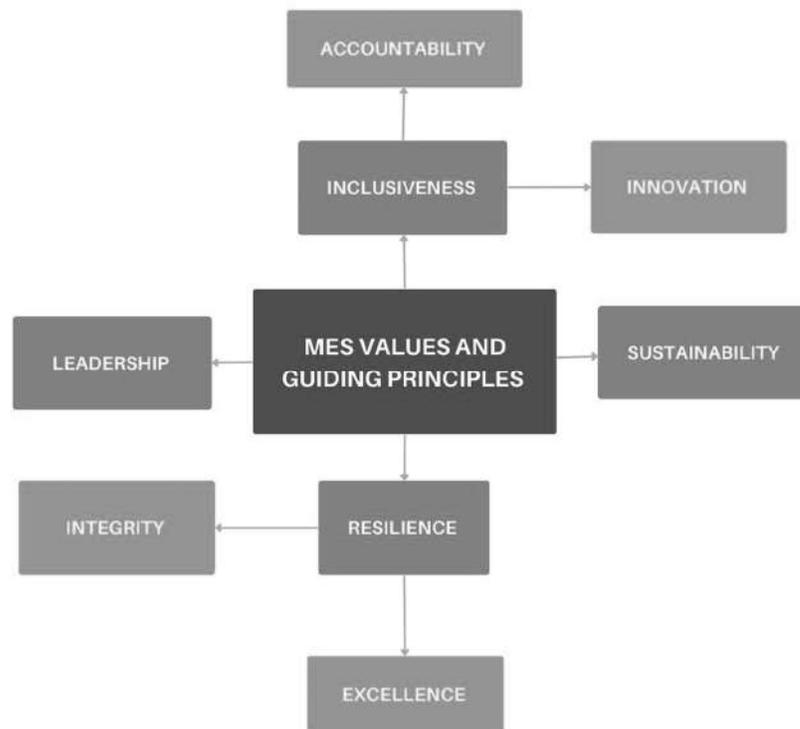


Figure 3: MES Values and Guiding Principles

## 2.7 Institute Mission and Vision

### 2.7.1 Vision

Pillai College of Architecture (PICA) will admit, educate and train a diverse population of architects who are academically prepared to benefit from the Institute's Infrastructure and faculty experience and to become responsible professionals. It will further attract, develop and retain dedicated and excellent teachers, scholars and professionals from diverse backgrounds whose work gives them visibility beyond classroom and who are committed to making a significant difference in the lives of their students and the community. Pillai College of Architecture (PICA) aspires to be a leading institute that shapes the future of architecture.

#### **Vision Statement**

**To have a transformative impact on society by ensuring comprehensive architectural and spatial education to all aspiring individuals and contribute meaningfully to the society in shaping socio-cultural aspirations.**

### 2.7.2 Mission

Pillai College of Architecture's objectives are to provide academic excellence, enhance competency through practical training, drive research and innovation, promote lifelong learning, instill environmental and social values, foster entrepreneurship and employability, encourage design thinking, engage with the community, collaborate with the industry, uphold ethical and professional values, and support alumni in their professional growth. These objectives shape the college's mission to produce skilled and socially responsible architects who positively impact society.

#### **Mission Statement**

**To establish institution of architectural excellence that advance education at both global and grass-root level needs, research, innovation, entrepreneurship, sports and impart a sense of social responsibility.**

### 2.7.3 Policies

The policies are intended as guidelines only, and they may be modified, supplemented, or revoked at any time at the institute's discretion with permission of BoG Executive Committee. In particular, these policies do not constitute a contract (nor should they be construed as a contract) guaranteeing employment for any specified duration, except as set forth in writing in the employees' appointment letter. Either the employee or the Institute may terminate the employment relationship at any time, for any reason. No supervisor, administrator, manager, or representative of the school has the authority to make any promises, commitments, or changes that conflict with the policies in this manual unless approved in writing by the Chief Executive Officer.

The policies included in this manual supersede any handbook or policy statements, whether written or oral, issued prior to June 2013. Any subsequent revisions will substitute and replace prior policy or procedure statements and become a part of this manual. The institute will provide as much notice as possible of any changes in these policies.

### 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.

### 3.2.5 Environmental and Social Values

PICA believes in inculcating strong social, moral and ethical values among its students with a strong focus on the environment and its conservation. In its curriculum, is included 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. PICA has its own community service group called “ANUBHUTI”. Every year PICA faculty and staff bring one NGO on campus to celebrate community service day and Uber Rang.



**Figure 5: Active participation of the student council and student groups in the institute**



**Figure 6: Active participation of the student council and student groups in the institute**

### 3.2.6 Competency Enhancement

PICA takes a holistic view when it comes to making its students more employable in the eyes of its industry partners. It also has a mentor mentee system where faculty can have a full 360 evaluation of each student, their achievements, internships, training etc.

Each pillar is further supported by additional enabling activities, schemes and mechanisms each specifically designed to full fill different aspects of the student experience. During the course of the academic year, students are exposed to different activities and are molded in each of the 6 pillars.

### 3.2.7 PiCA Excellence Awards

The Annual Excellence Awards of Pillai College of Architecture, is an esteemed tradition that celebrates the outstanding achievements and remarkable talents of our B.Arch. and M.Arch. Students.

The aim is to acknowledge the hard work, dedication, and creativity displayed by our students throughout the academic year. As an institution committed to excellence in architectural education, we take immense pride in recognizing the exceptional performances of our students in various categories.

#### Categories

##### 3.2.7.1 Creativity in Design (B.Arch. and M.Arch.)

This award honors students who have demonstrated exceptional creativity and innovation in their architectural designs. The recipient of this award will be selected based on their ability to think outside the box, develop unique solutions to design challenges, and showcase a deep understanding of aesthetics, functionality, and sustainability.

##### 3.2.7.2 Outstanding Performance (First in Final Exam Results - B.Arch. and M.Arch.)

This award recognizes students who have achieved the highest academic excellence by securing the first position in the final exam results among their peers. It acknowledges their commitment to scholastic pursuits and their ability to consistently perform at the highest level throughout the academic year.

##### 3.2.7.3 Best All-Rounder Performance (B.Arch. and M.Arch.)

The Best All-Rounder award celebrates students who have demonstrated consistent exceptional versatility, excelling not only in academics but also in co-curricular and extracurricular activities throughout his/her candidature. The recipient of this award will have actively participated in various events, showing leadership qualities, sportsmanship, and a well-rounded personality.

##### 3.2.7.4 M.Arch. Best Thesis (Topper - Internal + External Marks)

This award recognizes the M.Arch. student who has produced the most outstanding thesis project. The winner will be selected based on the quality of research, depth of analysis, innovative design solutions, and overall presentation. Both internal evaluations and external reviews will be considered to determine the recipient of this prestigious award.

##### 3.2.7.5 B.Arch. Best Thesis (Topper - Internal + External Marks)

Similar to the M.Arch. category, this award honors the B.Arch. student who has excelled in their thesis project. The recipient will be chosen based on the project's originality, design excellence, critical thinking, and overall execution. Both internal evaluations and external reviews will contribute to the decision-making process.

#### Selection Process

The selection process for each category will involve a careful review and evaluation by a panel of experienced faculty members and external experts in the field of architecture.

They will assess the nominations, academic records, project submissions, and any additional supporting materials before arriving at the final decision.

The Annual Excellence Awards of Pillai College of Architecture represent our commitment to recognizing and encouraging excellence among our students. We believe that by celebrating their achievements, we inspire them to continuously strive for greatness in their architectural pursuits. These awards not only honor the winners but also motivate all students to push their boundaries and reach new heights of creativity and academic excellence.

### 3.3 Faculty

Faculty development and enhancement is an important metric by which the institute improves. PICA believes in providing opportunities for its faculty to develop and improve themselves. The faculty experience is supported by 6 pillars shown - Competency Enhancement, Research and Innovation, Knowledge Progression, Environmental and Social Values, Entrepreneurship and Employability, and Design Thinking.



Figure 7: Pica Faculty 2023

#### 3.3.1 Knowledge Progression

PICA believes in creating an enhanced and supportive teaching and learning experience for students and faculty. Faculty members are given continuous opportunities to improve their teaching through regular TTPs, workshops, NPTEL and such other courses that upgrade them to becoming a better and sensitive teacher. They also have access to online platforms for ease of administration such as Mentor-Mentee portal, self-appraisal portal, Academic management system. Faculty members are also encouraged to create their own E-content through the e-learning studio available in the college.

#### 3.3.2 Faculty Professional Development

PICA offers professional development schemes such as research promotion, publication and encourages participation in national and international conferences, workshops and support for higher education and faculty training.

### 3.3.3 Environmental and Social Values

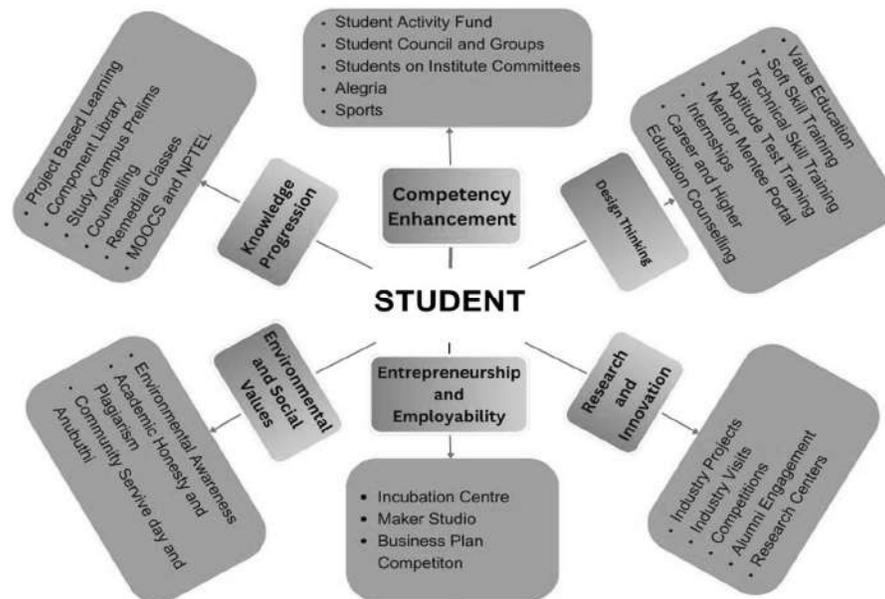
PICA believes in inculcating strong social, moral and ethical values among its faculty with a strong focus on the environment and its conservation. We have included in the curriculum value education as well as strict rules for academic honesty and plagiarism. PICA also has various programs to increase 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 activities. 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**

## 4. Roles and Responsibilities of PICA Administrators

All PICA administrators should consider themselves representatives of the management and leaders of their respective institutions / departments and should therefore conduct themselves with the highest standards of ethics and professionalism while dealing with their respective faculty, staff and students. They must strive to become education leaders by acknowledging that they are providing each and every faculty and staff within their institution to an equal opportunity to grow as individuals and develop as professionals.

The work of the leader must emphasize accountability and results, increased student achievement, and high expectations for each and every faculty and student. To these ends, the educational leader subscribes to the following statements of standard

### **PICA Administrator must**

- Makes the education and well-being of students the fundamental value of all decision making.
- Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
- Advises the BoG and implements the managements and administrative rules and regulations.
- Avoids using his/her position for personal gain through political, social, religious, economic or other influences.
- Accepts academic degrees or professional certification only from accredited institutions. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Accepts responsibility and accountability for one's own actions and behaviors as well as behavior of faculty and staff under them.

In order to facilitate a professional working environment, the following set of guidelines have been adopted by the PICA management. College administrators must adhere to these guide-lines while developing policies and procedures for their institutes.

### 4.1 Recruitment

1. Adhere to norms by competent authorities – COA and University of Mumbai
2. Process of Application will be followed at Two Stages
  - As prescribed in COA MINIMUM STANDARDS OF ARCHITECTURAL EDUCATION GUIDELINES 2020  
<https://coa.gov.in/showfile.php?lang=1&level=1&sublinkid=748&lid=599>
  - As prescribed by University of Mumbai
3. All hiring decisions must adhere to the non-discrimination policy of MES.
4. Any one individual cannot make recruitment decisions unilaterally. A committee at the institute level must interview and evaluate all qualified candidates and the BoG must grant final approval for faculty. This ensures uniform quality of faculty across all MES institutes.

5. All faculty members must have the appropriate minimum qualifications from an accredited institution, have good verbal and written communication abilities and must conduct a demonstration class/lecture before being hired.
6. All staff members must have the appropriate minimum qualifications from an accredited institution and have good English -speaking abilities.
7. All faculty and staff associated with sensitive or critical areas must undergo a thorough background check before being assigned to that area. A background check can include speaking with prior employers, relatives or known associates of the candidate etc. These areas can include but are not limited to
  - Examination Work
    - Work involving working with young children
    - Bus Drivers
    - Security Staff

## 4.2 Appointments

All faculty members should be given an appointment letter at specifying the following information

- Salary details (amount, consolidated or scale)
- Period of appointment
- Amount of notice required to terminate the employment
- Timings if appropriate
- Terms and conditions of appointment in addition to the general terms and conditions of the institute and MES

Before joining, the faculty member can be given an offer letter and the full appointment letter can be given to a new faculty member when they are physically present in the institute.

All MES faculty and staff must sign and date the employment terms and conditions and specifically agree to the employee Intellectual property agreement, the leave and holiday policy of the institute, the code of conduct and all the clauses in the Faculty and Staff Handbook.

All employees must submit original or attested copies of their certificates at the time of appointment.

All the documents collected at the time of the appointment and during up gradation must be maintained in a file until the faculty or staff member leaves MES.

Services will be transferable to any other institute of MES.

## 4.3 Policies and Procedures during Employment

All institutes must maintain written leave and holiday policies for all its faculty and staff members.

The institute must maintain a written code of conduct for all its employees that must include

- Expected number of working hours and expected timings
- Expectations for development of lesson plans, teaching load, examination work, participating in school/college activities, participation in research and/or training activities etc.
- Dress Code
- Mission/Vision and goals of the institute

These must be signed at the beginning of employment by all employees and reviewed every year.

All written policies and procedures as well as changes to these policies and procedures must be approved by the senior MES Executive Committee.

MES expressly encourages its employees to pursue career and professional development through training, workshops and pursuing higher degrees.

All institutes must have a written policy towards allowing faculty members to go for career enhancing activities but the following should be kept in mind

- If a faculty member pays for their own workshop or training the institute will sanction leave provided it does not affect the smooth working of the institute.
- If the institute sponsors or sends faculty or staff members for workshops or training, a bond must be signed for a given period of time ensuring that the faculty member continues working for the institute after the training.
- A bond must also be signed if a faculty member requires any extended leave or extra benefits to pursue any higher education.

The institute must also maintain a policy on academic honesty that must also be shared with faculty and students.

#### 4.4 Academic Monitoring

Principal must put in place mechanisms to accurately monitor the arrival and departure of employees from their respective campuses. Principal must put in mechanisms to observe and evaluate all faculty members in the classroom and assess the effectiveness of their teaching methodologies.

All faculty and staff must be given metrics with which they will be evaluated every year. Administrators must collect examples of how faculty members have fulfilled or not fulfilled their metrics.

Every faculty member must be evaluated and appraised every academic year and feedback must be given on how to improve.

Provide feedback about individual faculty to the MES Executive Committee from time to time.



#### 4.5 Promoting a Wholesome Work Environment

Principal must lead by example and emulate the qualities that they seek in their faculty and staff. This includes but is not limited to

- Being punctual
- Adhering to the dress code
- Not taking excess leave
- Not gossiping or disparaging other administrators, management, faculty, students or staff
- Applying the written rules and regulations of the institute fairly and appropriately
- If any disciplinary action needs to be taken against any faculty or staff member the following guidelines must be kept in mind
- All action must be taken in the presence of at least two senior administrators.
- If the faculty member is a lady, another female administrator must also be present.
- It should not be done in the presence of students, other faculty or staff.
- For minor infractions, a warning is sufficient but a signed note must be placed in the faculty or staff members' file.
- Cases of major infractions must be brought to the attention of MES management.
- Shouting, yelling at faculty or staff members in front of other employees, students or parents must be avoided.
- It should be brought to the employees' attention that all infractions will affect their salary increments.

All faculty, staff members and students must have a grievance addressable mechanism and must be provided with the email IDs of the CEO, COO, rector or the deputy CEO who can address their concerns, if not satisfactorily handled by the college administrators.

#### 4.6 Responsibilities of the Principal

The principal, as an administrative and academic head of the College, shall be responsible for

- The academic growth of the College
- The teaching, research and extension programmed of the College
- Assisting in planning and implementation of academic programmes such as seminars, workshops, etc., necessary for enhancing the academic competence of the faculty members
- Implementation of the Institute Academic Calendar and Time Table.
- Admission of the students and maintenance of discipline in the College
- Managing the College library, Computer rooms, laboratories, etc.
- All correspondence relating to the administration of the College.
- Administering and supervising curricular, co-curricular/extra-curricular activities
- All compliance with respect to all statutory requirements like Maharashtra Universities Act, Statutes, Ordinances, Regulations, Rules and other orders

as issued by the University of Mumbai from time to time, Admission Regulating Authority, Fee Regulating Authority, Department of Technical Education (DTE), Council of Architecture (CoA), Etc.

- Appointment of HODs, Registrar and other posts identified by Board of Governors from time to time.
- Conduct of College and University examinations, assessment, moderation of answer papers, etc.
- Assessing teachers and maintenance of service books, personal files etc.
- Any other work relating to the College as may be assigned by the competent Authority from time to time.
- For ensuring that all statutory committees are formed as per the statutory requirements and in a timely manner.
- For maintenance of the College building, lawns, electric and water supply fittings, classrooms, equipment and lab-furniture.
- For drawing and disbursing all funds earmarked for the College.

#### 4.7 Powers

Powers of the Principal are delegated by the Chairperson/ CEO of MES. The Principal therefore, has delegated authority to continue to implement the educational standards of MES in the college and develop their institute. Under the direction and leadership of the principal, college must strive to reflect in its structures, curriculum and practices, and in the quality of the relationships within it, the particular spirit of MES.

The principal shall have the authority to exercise all such disciplinary powers over the students in the college as may be necessary for the proper conduct of the college. The principal may also frame such supplementary rules, as deemed necessary, to maintain discipline in the college.

Powers of Principals are subject to the supervision and general control of the University of Mumbai and the Government of Maharashtra in addition to the Chairperson of MES and the MES Governing Body. Specific powers of the principal are as articulated below

The Principal/ Director shall be the de-facto Chairperson of following committees

- College Development Committee
- Finance Committee
- Institute Academic Calendar Committee
- Institute Time Table Committee
- Library Committee
- Examination Committee

The Principal/ Director nominates Coordinators/ Committees for the following activities

- Cultural Functions
- Technical Activities
- Sports
- Discipline
- Any other activities that emerge

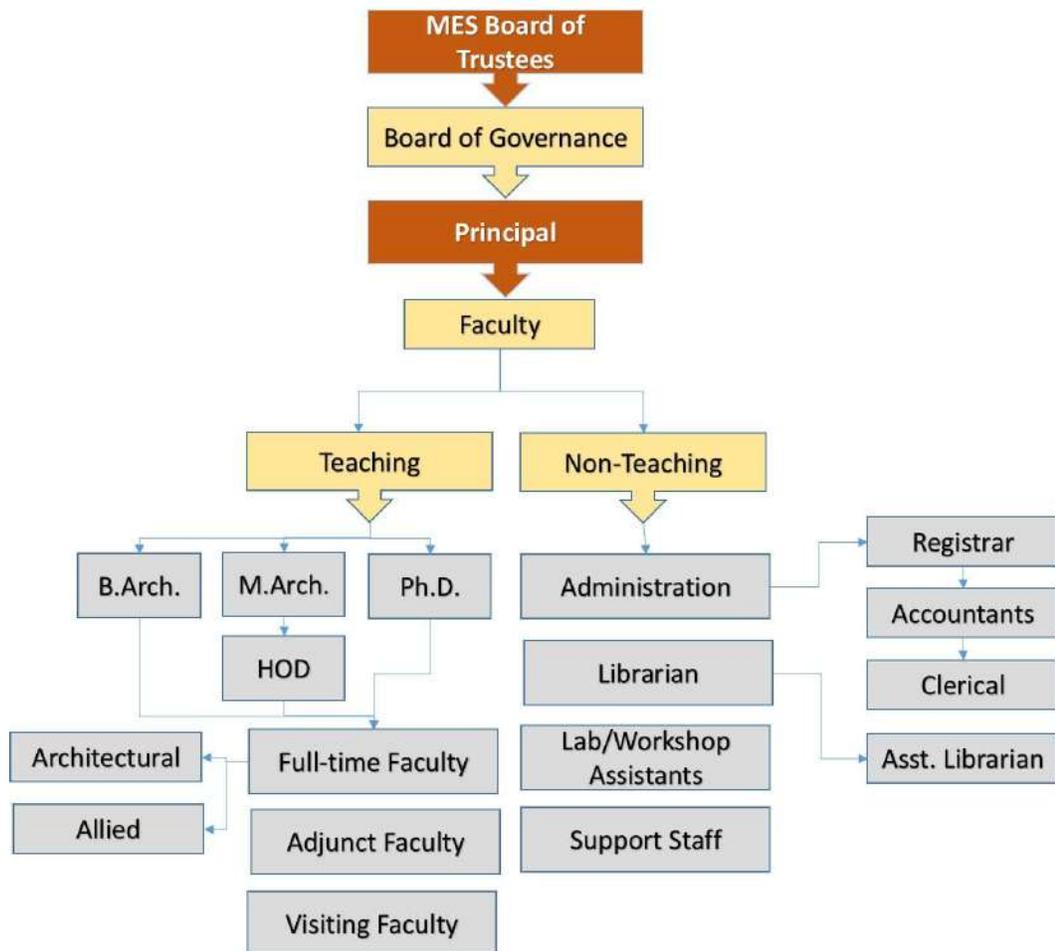
The principal can take disciplinary action on

- Erring students
- Erring faculty members
- Erring non-academic staff

The principal may delegate some of the powers to any officer working under the principal for the sake of administrative control and convenience.

**Financial Powers of the Principal**

- Principal can sign all vouchers of expenditure that has already been approved by the governing body.
- Discretionary spending of Rs 300000/- per academic year for various purposes.



**Figure 9: Power Hierarchy of MES**

## 5. PiCA Organizational Chart

### 5.1 PiCA Organizational Chart

The principal is the final executive authority for all PiCA for all of the various administrative and academic departments. He or She is advised by the College Development Committee and the IQAC committee who collect inputs and feedback from various institute departments, convert them into recommendations and communicate it back to the principal.

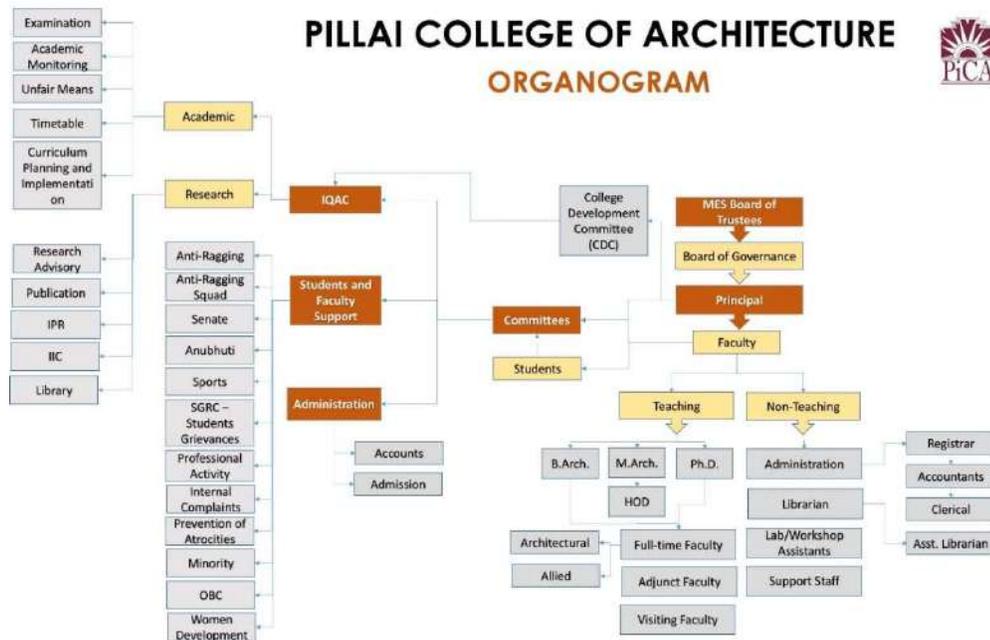


Figure 10: PiCA Organization Chart

## 6. Institutional Committees

Each MES institute having more than 100 students is expected to form the following committees. The roles, constitution and powers of each committee may vary depending on the rules of the University, Local Government, State Government or Central Government. Each committee should meet a minimum of once a year and should provide written minutes after each meeting.

### 6.1 Roles and Responsibilities of Committees

In order to realize the various laid down policies PiCA has created several committees with clear objectives and responsibilities so as to achieve our mission and vision.

#### Objectives

- To improve work efficiency in the day-to-day functioning of the Institute
- To ensure accountability of each and every layer of administration
- To make administrative environment of the Institute very cordial

**Preamble**

The 'Duties & Responsibilities of Committees mentioned herein, shall come into effect from the 3<sup>rd</sup> July 2012 and shall remain in force till further notification. The contents mentioned herein, either in full or in part, are liable to be altered by the Board of Governors at any time, through due notification.

**Roles and Responsibilities of Committees**

Various committees are formed in the College for the smooth and efficient management of activities. Since many faculty members form members of these committees, this also gives them an opportunity to develop their skills in administration and decision making. Each year, committees are duly constituted by the principal in consultation with heads of various departments. The outgoing conveners of the committees shall hand over all the relevant documents to the new incoming conveners in the presence of the principal or a representative appointed by him. These documents are handed over with a covering note that lists all documents. This note is signed by both the incoming and outgoing conveners and also the principal (or his representative).

The procedure followed for constituting a committee is as follows

A notice is circulated among the faculty inviting their choice of committee. If the choice made by the faculty is found suitable by the Principal and Management Representative, the same is approved. In case the choice is not found to be suitable the Principal and the Management Representative may/ shall exercise their discretion and assign the responsibility to someone whom they deem fit.

However, the Principal along with the Management Representative reserves the right to appoint faculty to any post even if they had not opted for it.

## 6.2 College Development Committee

**Composition**

There shall be a separate College Development Committee for PICA consisting of the following members, namely -

- Chairperson of the management or his nominee ex-office Chairperson
- Secretary of the management or his nominee
- One head of department, to be nominated by the principal
- Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman
- One non-teaching employee
- Four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus
- Co-coordinator, Internal Quality Assurance Committee of the college
- General Secretary of the College Students' Council
- Principal of the college as - Member - Secretary.

**Responsibilities**

- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities
- Decide about the overall teaching programmes or annual calendar of the college
- Recommend to the BoS about introducing new academic courses and the creation of additional teaching and administrative posts
- Make specific recommendations to the BoS to encourage and strengthen research culture, consultancy and extension activities in the college
- Make specific recommendations to the BoS to foster academic collaborations to strengthen teaching and research
- Make specific recommendations to the BoS to encourage the use of information and communication technology in teaching and learning process
- Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
- Make recommendations regarding the students' and employees' welfare activities in the college or institution
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
- Frame suitable admissions procedure for different programmes by following the statutory norms
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, National Board of Accreditation etc.

**6.3 Finance and Accounts Committee****Composition**

- Principal as chairperson
- 4 Member nominated by MES Governing Body
- Registrar
- Accounts officer

### Responsibilities

- Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
- Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
- Final approval of all expenditures of the institute

Department Finance Committees Each department will have a budget sub-committee with the HOD as the chairperson. The department sub committees will submit the annual budgets to the Finance and Accounts committee.

## 6.4 Admission Committee

### Composition

- Principal as chairperson
- Member nominated by MES Governing Body
- Registrar
- 2 Members of Senior Faculty at least one of which will be from SC/ST community

### Objectives

- To strengthen the admission process at PICA
- To facilitate guidance and counseling procedures pertaining to admissions in the College.
- To guide the admission team and oversee the counseling process.
- To strategize the day-to-day business of the department.

### Responsibilities

- Members of Admissions committee have been involved in conducting in-house and outbound Open House Sessions.
- To ensure compliance of admission procedures with the rules and regulations of the Admission Regulating Authority Maharashtra
- To help solve queries of parents and students interested in taking admission to the different programs of the PICA.

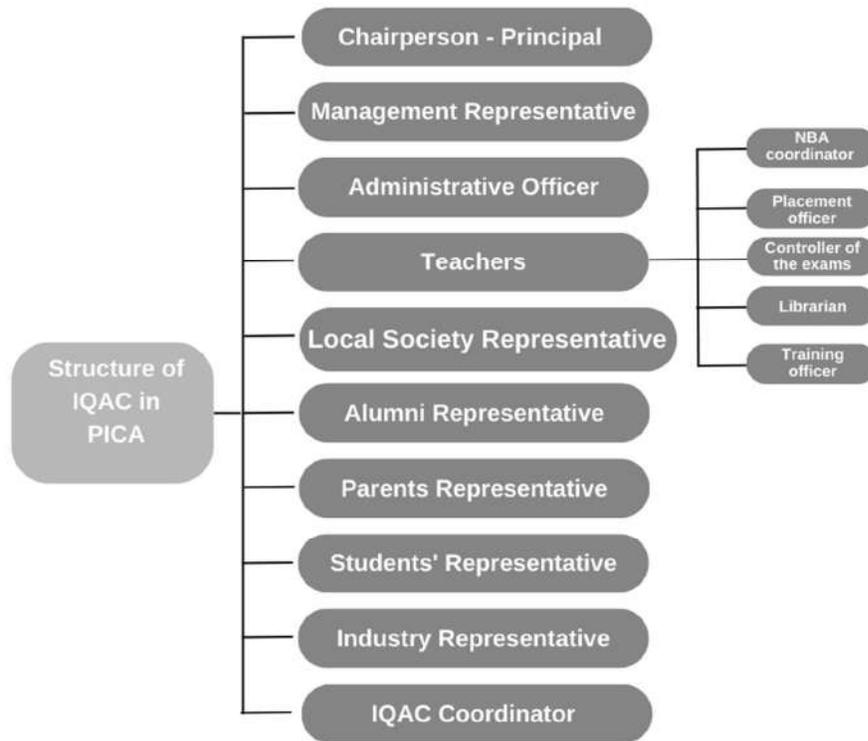
## 6.5 IQAC Committee

From its inception, PICA has been a quality conscious institution in all its actions and dealings and it has been the uppermost concern and thrust, and its motto

The core values, PICA abides by are derived from the vision and the efforts to realize it, are

- Accountability and service to all stakeholders
- Integrity and fairness in all practices
- Instill innovation and creativity
- Inclusiveness and care for the marginalized
- Resilience and sustainability
- Striving for quality and excellence in all actions

- Thought leadership and quality consciousness



**Figure 11: Structure of IQAC in PiCA**

The IQAC-vision, objective, strategies, functions, and benefits to PICA are stated in the IQAC Policy. PICA IQAC Committee is constituted accordingly. It is the prime responsibility of IQAC to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution or college.

The structure of IQAC in PICA was finalized as given below according to the directives of NAAC

**Objectives**

To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.  
 To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.



## Responsibilities

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- Sharing of research findings and networking with other institutions in India and abroad.
- To complete the NBA-pre qualifier every year and notify the principal and CDC when Institute becomes eligible for accreditation.

### • Functions

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/ activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

## Benefits

IQAC will facilitate / contribute

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality changes in PICA
- Build an organize methodology of documentation and internal communication.

## 6.6 Grievance Committee or Internal Complaints Committee

Established to handle the grievances from various stakeholders such as students, faculty, parents and others. The cell will pay special attention to women's issues, student issues and any difficulties on SC/ST students.

### Composition

- Principal as chairperson
- Member nominated by MES Governing Body
- Registrar
- 3 Members of Senior Faculty at least one of whom should be a female
- 2 Students nominated by Principal (one for UG and one from PG)
- Controller of Examinations
- Member of Non-teaching Staff
- Member of External NGO

### Objectives

To provide an avenue for the aggrieved students to redress their individual grievances to promote a healthy atmosphere among students, staff and management Responsibilities

The Committee is responsible to

- To receive complaints and grievances from faculty, staff and students regarding employment, administration and academics
- Maintain all files pertaining to the grievances redressing activities
- Meet once a month or more often if the situation demands, to discuss any grievances to discuss and resolve the grievances, if any received in writing from students
- Maintain the minutes of the meetings and brief the principal
- Recommend to the Principal any action that needs to be taken in case of any serious or sensitive issue
- Convey the decision of the principal to the aggrieved students in writing

## 6.7 Anti-Ragging Committee

PICA has a zero-tolerance policy to ragging and maintains a strict Anti-ragging policy

### Composition

- Principal as chairperson
- Member nominated by MES Governing Body
- 2 Members of Senior Faculty at least one of whom should be a female
- 4 Students nominated by Principal (2 female and 2 male)

### Objectives

- To educate students regarding anti-ragging laws and policies to prevent them from engaging in ragging.
- To sensitize the student community towards developing empathy for the new students.

### Responsibilities

The Committee is responsible to

- Give wide publicity regarding anti-ragging laws and policies across the college
- Monitor activities during start of academic year
- Solicit affidavits from parents/guardians and students in case incidents of ragging are brought to its notice
- Conduct counseling sessions for senior students
- Conduct counseling sessions for incoming students at the time of admission and induction
- Prevent ragging by students in the institute by proactively by taking rounds.
- Promote and maintain discipline in the institute by pro-actively giving suggestions to curb ragging.

## 6.8 Women's Development Committee

### Composition

- Senior Female Faculty Member as Chairperson
- Member nominated by MES Governing Body
- 2 Members of Senior Faculty at least one of whom should be a female
- 2 female Students nominated by Principal

### Objectives

- To create and maintain safe, healthy and supportive environment for women and girl students in the campus.
- To address issues faced by women at work place, to organize awareness generation programs and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.
- To have an Anti-sexual harassment Committee that is functioning as per the norms laid down by the All-India Council of Technical Education and the University of Mumbai.

### Responsibilities

- To organize workshops on issues affecting women in general.
- To sensitize staff and students on gender equality on campuses.
- To liaison with statutory bodies in case any such requirement arises.

## 6.9 Committee for SC / ST

### Composition

- Senior Faculty Member as Chairperson
- 2 Members of Senior Faculty at least one should be from SC/ST Community.
- 2 Students nominated by Principal

### Objectives

- To create and maintain safe, healthy and supportive environment for SC / ST staff and students in the campus.
- To address the issues of staff and students, belonging to schedule caste / schedule tribes in the Institute and to prevent atrocities against them.
- To comply with COA regulations for the establishment of the Committee for SC / ST (As per the prevailing Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) act).

### Responsibilities

- To look into the complaints, if any, received from the concerned staff and students belonging to SC / ST.
- To liaison with any statutory bodies, in case of necessity.

## 6.10 Time Table and Academic Calendar Committee

### Composition

- Principal as Chairperson
- 3 Senior Faculty Members

### Objectives

- To ensure a detailed planning for smooth and efficient management of academic pro-gram throughout the semester.
- To prepare a detailed Institutional Academic Calendar.
- To prepare a detailed Time Table for each department.
- To ensure that the Institutional Academic Calendar is distributed to all departments well in advance to enable them to prepare their respective Time Tables.
- To ensure that the departmental Time Tables are distributed to all stake holders well in advance to enable them to prepare for the semester.

### Responsibilities

- To prepare the Institutional Academic Calendar at the end of each semester for the next semester under the guidance of the principal.
- To collate, with the active involvement of the committee members of the respective departments, the requisite information like teaching load of individual faculty members from the departments, shared teaching load from other departments, lab-wise subject allotment, assigned classrooms

and tutorial rooms, assigned shared common resources (classrooms, labs, tutorial rooms which are shared) and other department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times, etc.).

- To prepare Class Time Table at the beginning of each semester
- To prepare Lecture Room Time Table at the beginning of each semester
- To prepare Laboratory Time Table at the beginning of each semester
- To publicize widely the Institutional Academic Calendar and Time Tables to teaching staff, non-teaching staff and students.
- To make the Institutional Academic Calendar and Time Tables available in the library for reference purposes.
- To ensure that the Institutional Academic Calendar and Time Tables are uploaded on the Institutional website.

## 6.11 Library Committee

### Composition

- Principal as Chairperson
- Chief Librarian as Member Secretary
- 6 Members of Senior Faculty (at least one from each department)
- Assistant Librarian

### Objectives

- To function as a channel between the library and its stakeholders, such as users, management, faculty, suppliers, etc.
- To ensure that uninterrupted Library services are available for the students and faculty.
- To prepare the annual budget of the library and to allocate the funds to meet the requirements of the departments.
- To ensure maximum utilization of the library and resources

### Responsibilities

- To assist the Librarian in formulating Library policy.
- To look after general maintenance of the library in terms of reading material and infrastructure.
- To effectively involve in fostering the reading habit of staff and students.
- To recommend / justify / sanction / approve withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.
- To prepare the agenda and minutes of the meetings and circulate it to the authorities and to the Librarian.
- To identify vendors and shortlist.

## 6.12 Examination Committee

The Examination Committee is an apex body of the Institute which is headed by Principal and the Controller of Examinations, and is facilitated by three sections Examination, Record Maintenance and Administration.

### Composition

- Principal as Chairperson
- Controller of Examinations
- 4 Members of Senior Faculty
- Member of Non-Teaching Staff

### Objectives

- To ensure smooth and orderly conduct of internal and external examinations in the institute as per guidelines issued by the University of Mumbai from time to time.
- To ensure timely correction of answer books for timely declaration of results by the University of Mumbai.
- To ensure proper coordination with all departments for timely dissemination of examination related information to all students.
- To coordinate and conduct internal examinations such as test and prelim exams.
- To ensure that the results are made available to the students at the earliest after the examinations.

### Responsibilities

- To conduct end of semester examinations as per the university time table and directives.
- To prepare and submit gazettes of results to the University of Mumbai.
- To publish results.
- To distribute mark sheets to the students who pass the examinations at end of each year.
- To distribute degree certificates that are provided by the University to the students who pass the examinations upon successful completion of course.
- To keep record of each and every issue related to the examinations and organizing workshops and seminars for the improvement of the examination system.
- To prepare internal examinations time table as per academic calendar.
- To coordinate with the Heads of the Departments to ensure timely submission of question papers to conduct internal examinations as per university guidelines.
- To ensure availability of answer books.
- To conduct the Internal Examinations.

## Procedure

- Controller of Examinations should conduct regular meeting of the committee and take decision after due deliberations.
- Time table relating to examination, date of result, date of revaluation, etc. should be put up in the notice board as well as website well in advance.
- Declaration of result should be done within 15 days from the date of examination.
- Question paper setting, Xeroxing and storing of such Xeroxed paper should be done with at most secrecy,
- Bill relating to examination work should be submitted within 15 days from the date of declaration of result.
- Semester examination correction should be done centrally.
- The end-semester examination and the mid-semester examinations must be held within the periods allocated in the Academic Calendar. In exceptional circumstances, the principal may permit holding the examinations outside these periods.

## 6.13 Unfair Means Committee

PICA has an Unfair Means Committee constituted as per the directions of University of Mumbai vide circular O.5050.

### Composition

- At least 4 Members of Senior Faculty

### Objectives

- To ensure honesty and fairness during both Internal and University Examinations.
- To ensure that the institute adheres to the Institute Academic policy
- To assist the college authorities in promoting and maintaining discipline in the institute.

### Responsibilities

- To report in the writing any malpractice or anomaly found during the examination to the Institute Joint Chief Conductor.
- To complete all the necessary formalities for lodging a complaint.
- To educate all junior supervisors about the unfair means process.
- To take rounds of examinations (at least twice during the examinations).
- To promote and maintain discipline in the Institute by proactively assisting the Heads of the Departments and the Principal by involvement and giving suggestions.

### Procedure

- It shall be the responsibility of Exam Supervisors (University Exam/Class Test) to report in writing any malpractice or anomaly found during the examination to the principal.
- The principal in turn shall hand over the matter to the Unfair Means Committee of the college.
- Convener of the committee shall convey a meeting of the members and discuss the complaint received from the Exam in Charge/ Charge/ Principle.
- The Committee may call the candidate to seek an explanation and hear him/her. Explanation shall be taken in writing.
- The Committee members shall make necessary enquires from Exam Supervisors and other related witnesses.
- After hearing all the above persons, they shall report their findings in writing, along with punitive action (if any malpractice was detected) to the principal according to the University guidelines/ norms.
- The same will be applicable for Internal Assessment Tests.

## 6.14 Academic Discipline and Attendance Monitoring Committee

PICA has an Academic Discipline Committee

### Composition

- At least 4 Members of Senior Faculty

### Objectives

The committee, as a team, would ensure that

- All the academic activities like the Lectures/ Practical/ Tutorials are all engaged by respective teachers as per the timetable.
- Punctuality is maintained for all activities- teachers start the class in time and engage for the duration of the class. No class is left disengaged
- Any adjustments of load made by the absent teachers are actually engaged fully.
- The students are involved in the designated academic activity and not disengaged from the activity being conducted in the class.

### Responsibilities

- Counsel the teachers and students wherever there is unacceptable deviation from the expected decorum and issue appropriate warning to habitual/ repetitive defaulting teachers/ students.
- Review the monthly defaulters list of each class
- Take appropriate follow-up action w.r.t. defaulter students i.e., alerting the parents, obtain undertaking from the students and parents regarding consequences of non-fulfilment of attendance requirements.
- Recommendation to the Principal w.r.t. the remedial/ punitive action to be taken on a case-to-case basis.



## 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

### Objectives

- To enhance communication between students, management, staff and parents
- To promote an environment conducive to educational and personal development
- To promote friendship and respect among pupils
- To support the management and staff in the development of the college
- To represent the views of the students on matters of general concern to them

### Responsibilities

- Represent the student body at the institute and civic events and other meetings.
- Be responsible for coordinating the interviewing, selection and functioning of committee chairpersons and task forces.
- Supervise the functioning of the elected student body officers.
- Develop the agenda for and preside over the meetings of Student Council.
- Represent the student body at the institute, civic events, and other meetings as re-requested by the principal.
- Coordinate the work of various college level committees.
- Conduct events, workshops, seminars etc. to enhance teaching learning
- To assist students and student groups and bring their concerns to the management.

#### 6.18.1 Extra-Curricular Activities

### Composition

- At least 2 Members of Faculty
- 5 Student Members nominated by the Student Council

### Objectives

- To promote and arrange extracurricular activities to bring out the talents of students in the performing and other creative arts.
- To identify and encourage students with exceptional talents for performing arts, etc.

### Responsibilities

- The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the college
- To plan and schedule cultural events (to be included in the academic calendar).
- To give a wide publicity to various festivals and events to be celebrated in the college.
- Arranging events for staff and students in coordination with Student Council.

### 6.18.2 Social Responsibility – Anubhuti

Social Responsibility Cell was established with a view of inculcating moral values in the minds of the students and making them socially aware about the difficulties and hardships of society. These socially aware minds tend to empathize towards others regardless of race, gender, ethnicity, disability, class, or sexual identity, and hence help contribute towards building a healthy society.

#### Composition

- At least 2 Members of Faculty
- 5 Student Members nominated by the Student Council

#### Objectives

- To develop sensitivity in the students next generation towards societal issues, gender issues, environmental issues, moral values and professional ethics.

#### Responsibilities

- To arrange discussions and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values.
- To organize social service groups and clubs as well as outdoor field activities
- To encourage and involve students in social service activities.
- To encourage community service among PICA faculty, staff and students.

### 6.18.3 Sports Committee

#### Composition

- Sports Director as Chairperson
- At least 2 Members of Faculty
- 5 Student Members nominated by the Student Council

#### Objectives

- To promote athletics, sports and other extra- curricular activities in PICA.
- To identify opportunities for competitions and encourage students to participate.
- To provide support for outstanding athletes and sports personnel in times of competitions in which they are taking part.
- To organize in-house competitions for the benefit of students, faculty and staff.
- To provide healthy leisure time for students, faculty and staff.

#### Responsibilities

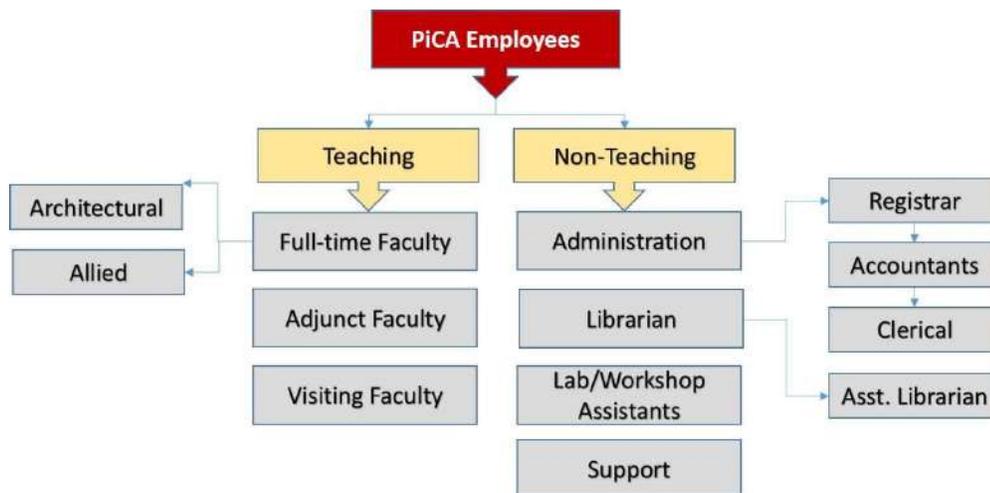
- To coordinate with the Sports Secretary.
- To maintain a stock of sports goods.
- To order sports equipment after seeking necessary approvals.
- To arrange venues for sports events.
- To recommend students for permission to participate in the intra or inter collegiate events.

- To ensure that those students who participate in sports events are given attendance as per the rules of the University of Mumbai.
- To maintain discipline in all events happening in and outside the college.
- To conduct sports events for staff members.
- To maintain records of sports events attended by students.

## 7. Qualifications for Faculty and Staff

### 7.1 Classification of PiCA Employees

PiCA employees are broadly classified into Academic Faculty (teaching) and non-teaching staff. All employees will report to their supervisor (Principal/Director/Registrar/Head Of Department). Academic faculty are all faculty engaged in teaching or research work for the institute.



**Figure 12: Classification of PiCA Employees**

In general MES prescribes the qualifications for different faculty positions. In cases where the University or other statutory body prescribes different qualifications those will supersede the ones listed below.

## 7.2 Academic Faculty (Followed COA Minimum Standards of Architectural Education 2020)

### **Lecturer / Teaching Assistant**

Individuals assigned to the teaching assistant position should either have a technical master's degree from a recognized university or must be working towards a masters' degree preferably at the institute.

The appointment will be initially for a period of one year, extendable for a maximum of another one year based on performance review at the end of first year.

Lecturer may or may not have prior teaching / industry experience.

This post is a temporary post for a specified fixed duration.

### **Assistant Professor**

Bachelor's Degree in Architecture with minimum 60% marks and Three years of relevant professional experience. OR Bachelor's Degree in Architecture and Master's Degree in Architecture with minimum 60% marks at either level and one year of relevant professional experience.

Once selected, the faculty member can be appointed for a maximum period of three years. The faculty member's performance would be reviewed on yearly basis for continuation of employment/confirmation/increment and other incentives.

All confirmed faculty members are expected to register/enroll in a PhD program preferably at a local recognized university within the three years of initial appointment. In special circumstances, the appointment committee can extend the period for up to 1 additional year.

After registering and enrolling for a PhD a faculty member can be reappointed for up to 4 years during which they must complete their PhD and apply for a promotion to Associate Professor. In special circumstances, the appointment committee can extend this period for up to 1 additional year.

### **Associate Professor**

Bachelor's Degree in Architecture and Master's Degree in Architecture with minimum 60% marks at either level

**and**

Eight-years of experience in teaching/ research/ professional work out of which a full-time teaching experience of minimum Three years Or Thirteen years of professional experience.

Candidates for Associate Professor should preferably have a PhD from recognized university with a minimum of five years of teaching experience.

Associate Professors must actively pursue unique research or consulting projects that are sponsored by non-MES sources.

Associate professors must also actively participate in national and international conferences and publish research articles in reputed national and international journals demonstrating their scholarship.

The faculty progress will be evaluated at the end of every year

The appointment committee will make the final decision with respect to promoting the faculty and will take their quality of teaching, quality of research scholarship and their contribution to the goals of the institute and Mahatma Education Society into consideration.

### **Professor**

Bachelor's Degree in Architecture and Master's Degree in Architecture with minimum 60% marks at either level

**and**

Fourteen-years of experience in teaching/ research/ professional work out of which a full-time teaching experience of minimum Five years Or Nineteen years of professional experience.

Desirable: Ph.D. in Architecture.

Professors must actively pursue unique research or consulting projects that are sponsored by non-MES sources.

Professors must also actively participate in national and international conferences and publish research scholarship in national and international journals.

Professors must actively guide research activities of masters and PhD level students (If eligible as PhD guide) in the university.

A professors' progress will be evaluated every year.

### **Principal / Director**

Bachelor's Degree in Architecture and Master's Degree in Architecture with minimum 60% marks at either level

**and**

Seventeen-years' experience in teaching/ research/ professional work out of which a full-time teaching experience of minimum Eight years Or Twenty years of professional experience.

Desirable: Ph.D. in Architecture. Experience in Administration at a responsible position.

### **Professor (Design Chair)**

Bachelor's Degree in Architecture and Twenty-Five years professional experience of commendable, acknowledged and published professional work.

Professor's (Design Chair) responsibilities will be similar to the Professor's as per his/her eligibility.

A professor's progress will be evaluated every year.

### **Librarian**

Bachelor's degree or above in library science or related field with sound knowledge about recent library management techniques like library automation, digital library. In case applicable they will also have qualified UGC NET/SET/Gate. Head librarian should also have minimum 5 year-experience managing various library related activities

Candidates with less experience may be appointed as assistant librarian or junior librarian.

### **Counsellor**

Bachelors' degree or higher in Psychology or any suitable certificate course or diploma course in counseling

At least 5-years' experience in Counseling

Candidates with less experience may be appointed as junior counsellor.

### **Training and Placement Officer**

Same qualifications as assistant professor or above with significant industry experience or connections

### **Adjunct Faculty/Visiting Faculty/Part time faculty**

Candidates with research or industry experience whose expertise are not represented within the full-time academic faculty

Generally visiting faculty will be paid on hourly basis.

Other Academic Designations - All designations listed below need qualifications of assistant professor or above

- Examinations in charge
- Head of the Department
- Student activities coordinator
- Dean of research
- Faculty placement coordinator
- Class counsellor

Appointments and promotions for Lecturer posts and below will be made by a committee comprising of the principal and one or more representatives of the MES Executive Committee and the Head of the associated department.

Appointments are subject to the additional terms and conditions set in the employee's appointment letters.

Faculty must adhere to the terms and conditions set forth in the duties and responsibilities of teaching faculty. The management of Mahatma Education Society reserves the right to amend these terms from time to time.

Once selected, the faculty member will be required to submit copies of all the certificates along with original documents for verification at the time of joining.



### 7.3 Non-Teaching Staff

#### Technical Staff

It comprises of technical assistants, Lab assistants, Workshop Instructors, Network administrators, Computer Programmers, Librarian and Library Assistants, IT technicians, Electricians.

#### Administrative Staff

It comprises of Registrar, Human resource Executive, Accounts and Finance Officer, Head of Students' Section, Stores and Purchase Officer, Medical officers, Executive Assistants, Hostel Rectors, Accountants, Assistants, Clerks, Data Entry Operators, and Front Office Executives and receptionist

#### Supporting Staff

It comprises of Lab Attendants, Peons, Electricians, Drivers, Watch-men, Sweepers, Gardeners, Plumbers and Assistants to Hostel Rectors, cooks.

## 8. Cadre Ratio

### 8.1 Academic (Teaching) Faculty

**STAFF REQUIREMENT**  
(Strength of full time-faculty based on sanctioned intake)

**A. FULL TIME TEACHING STAFF:**

Year	I				II				III				IV				V				Total
	H	P	A Pr	AP	H	P	A Pr	AP	H	P	A Pr	AP	H	P	A Pr	AP	H	P	A Pr	AP	
40	1	0	1	1	1	0	1	4	1	0	2	6	1	0	3	8	1	1	3	10	15
80	1	0	1	4	1	0	3	8	1	1	4	12	1	2	5	15	1	2	6	20	29
120	1	0	2	6	1	1	4	11	1	2	6	17	1	3	8	22	1	4	10	28	43

H- Head of Institution; P- Professor; A Pr- Associate Professor; AP- Assistant Professor

#### Notes:

1. Only candidates registered with Council of Architecture (COA) under the provisions of the Architects Act, 1972 shall be eligible for the core faculty posts subject to minimum qualifications, pay and experience as prescribed by COA.
2. In addition to above, approximately 25 percent of the teaching load should be allotted to the Visiting faculty drawn from profession.
3. Full time faculty may be recruited in the allied areas from the field of Engineering, Fine Arts, Humanities, etc. provided that there is a minimum of 12 core full time faculty along with Head for an intake of 40. The faculty from allied areas shall not exceed more than 3 for an intake of 40, 6 for an intake of 80 and 9 for an intake of 120. Further, they should be appointed only at the posts of Associate Professor and Assistant Professor in the cadre ratio of 1:2. The minimum qualifications and experience required for appointment of these faculty shall be as per Council of Architecture (COA) or University Grants Commission (UGC) Norms, as the case may be. However, the concerned faculty should have the minimum qualification in

the respective field(s) at Bachelor's and/ or Master's level with at least 60 percent marks at either level.

4. To maintain teacher and student ratio of 1:10, the institution shall have requisite number of visiting faculty teaching equivalents in addition to Full time teaching staff.
5. One Professor Design Chair for every intake of 40 students can be appointed and shall be counted against Professor Cadre.
6. Professor Design Chair and other faculty members appointed on tenure basis cannot be considered as Head of the Institution or Principal or Dean or Head of Department.
7. Upto 50 per cent. of the faculty members other than Professors (excluding Professor Design Chair) can be on tenure basis.

## 8.2 Non-Teaching (Technical)

S No	Position	Intake									Remarks
		40			80			120			
		Year of operation									
	I	II	III	I	II	III	I	II	III		
1	Librarian	1	1	1	1	1	1	1	1	1	Qualifications As per UGC
2.	Assistant Librarian	-	-	-	-	-	-	-	-	1	Desirable- Qualifications As per UGC
3	Lab / Workshop Technician	-	1	2	-	1	2	1	2	2	Min one for computer centre
4	Administrative personnel	1	2	2	2	3	4	3	3	4	
	Accounts personnel	1	1	2	1	1	2	2	3	4	
5	Class IV employees	As required									

Other than above essential posts other category of the posts can be created with the recommendations of Principal & BoS.

## 9. Recruitment Policy and Procedure

### 9.1 Policy

All Academic faculty and staff recruited should be able to fulfil our Vision, Mission and organizational goal.

Towards achieving our goal, the Organization is committed to train and develop our teachers and provide all facilities to them to grow to their potential. Our HR policies are directed towards this goal.

In terms of our policy, manpower requirement is decided well in advance of academic year/semester by the principal in consultation with Heads of Departments and Coordinators of various streams.

Rigorous procedure is put into operation so that we are able to locate the best talent. Our recruitment procedure is in line with university requirements.

## 9.2 Procedure

### Application Process:

### Offline and Online:

- Full Time Faculty Advertisement inviting application are given in the prominent newspapers and put up on website.  
<https://pica.ac.in/about/careers/>
- Applications received are screened by the Registrar in terms of qualification and other requirements. Potential candidates are invited for an interview before an interview panel.
- Interview panel for faculty consists of the principal/director, Subject Expert invited from other college, Heads from the Institute and a Management representative.
- Candidates cleared by the panel are asked to undertake demonstration lectures on the subjects he/she is comfortable with.
- After demonstration lecture feedback of the students on the lecture is taken to decide the suitability of the candidate.
- The candidate finally selected is briefed about the policies and rules of the institution.
- Once the candidate decides to join the Institute his/her application is forwarded to Registrar for appointment and inclusion of his/her name in the register.
- The final appointment order will contain the final terms and conditions of employment.
- All new faculty and staff members shall be on a probation basis for a minimum period of 2 years or more. Employees on probation are not eligible for all the benefits that are granted to regular employees.

## 9.3 Emergency Requirements

Principal and Coordinators decide the requirement and search from their contacts required quality teachers.

Stray Applications received by the office also come into help.

Located candidates are interviewed by the principal and are asked to carry out demonstration lectures.

Once the candidate is accepted by the principal and students his/her name is recommended for appointment. Normal recruitment procedure is then followed. The recruitment is then regularized by the committee subsequently.

## 9.4 Documents to be submitted after Recruitment

- 1 Resume
- 2 Passport size photograph (2 No.s)
- 3 Aadhar Card Xerox
- 4 PAN Card Xerox
- 5 10th Marksheet & Certificate Xerox
- 6 12th Marksheet & Certificate Xerox
- 7 All B.Arch Marksheets Xerox
- 8 B.Arch Convocation Certificate Xerox
- 9 All M.Arch Marksheets Xerox
- 10 M.Arch Convocation Certificate Xerox
- 11 COA Registration Updated Xerox
- 12 Experience Format Duly Signed
- 13 All Experience Certificate (As per the format) Xerox
- 14 University Approval (If any)
- 15 copy of Resignation letter with inward stamp / sign from previous employer
- 16 Copy of resignation acceptance or relieving letter by previous employer
- 17 List of Publications
- 18 Copies of All Publications
- 19 Any Other Relevant Documents

## 9.5 Succession Planning

A process, involves identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant. In this process Assistant Professor may be promoted as Associate. Associate Professor may be promoted as a professor. The succession can be -

Absolute Succession - The identified candidate full fills all conditions required for appointment; hence, no special conditions are involved in the appointment.

Conditional Succession - The identified candidate fulfills minimum conditions but the appointment against the special conditions must be fulfilled during agreed time period. Special conditions may comprise of acquiring higher qualification, certifications etc.

## 9.6 Approval of Faculty by the University

The institute will ensure that, within the best of its capacity and within the rules the Mumbai University, approves all the faculties. Even in case a faculty fails to obtain the approval of the University, despite possessing the necessary qualifications, experience, and competence, he/she shall be treated at par with other approved faculty in terms of pay, allowances and other benefits.

### 9.7 Faculty Induction

When a faculty joins the institution, in order to assist him/her to settle in and get their service under way quickly and efficiently, the Institute extends certain facilities.

They are

- Work Space
- Personal Locker/Drawer
- Identity Card that is expected to be worn as long as he/she is in the college
- Library Card
- Google Account accessible through MES email id

As part of induction, the concerned head of department would conduct an orientation program to the incoming faculty member.

### 9.8 Appointment Types and Probation Periods

**Temporary appointment** - It means appointment made purely on temporary basis either against a permanent post or a temporary post. With the exception of certain employees, all employees serve the first twelve months or more of employment on a temporary basis. This post will be on trial basis on specified conditions for a stipulated period to a post for determining one's fitness for the job.

**Probation** - Once a faculty member is approved by the University of Mumbai, the faculty may be put up on probation basis for a minimum period of two years. During which their performance will be evaluated by the principal and Head of Department.

**Evaluation in Probation** - Probation period allows the principal to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide whether or not the job is satisfying. Fifteen days prior to the completion of probation period, the principal, based on his / her evaluation, will intimate an employee about his performance / non-performance. According to the evaluation, the employee shall be continued in, service else, he / she may be terminated from service.

**Continuance of Probation** - If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the employee shall be duly informed about the continuation of the probation period.

**Voluntary Resignations and Termination** - Resignations may be accepted in lieu of termination. Termination of employment, or other disciplinary action, during the probationary period, is not subject to progressive discipline and the grievance procedure.

**End of Probation** - Once an employee's job performance is deemed to be satisfactory, and a suitable permanent position is available he or she may be given a letter of final confirmation of employment. As always, the employment is subject to the Rules and Regulations of the Governing Body of Mahatma Education Society.

## 9.9 Salary Policy

Type and fixation of initial salary in general, the type and fixation of initial salary is subject to statutory requirements like those of the government pay scales (Current is 6th pay rule), University of Mumbai norms and Council of Architecture (COA). Salary is fixed at the discretion of management.

Consolidated salary - Usually employees on probation is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employees service at the institutes. It is fixed as per management decision.

Regular Salary and Increments as per pay commission / Pay Scale cadre wise - Teaching and Non-teaching staff is eligible for getting pay scale as per eligibility, experience and University of Mumbai approval & management's discretion. Salary is fixed as per All India Technical Education notification, dt. 5th March 2010, F. No. 37-3/Legal/2010 and Government of Maharashtra Higher and Technical Education Department Resolution No. SPC -2010/ (34/10)/TE -2, dated 20th August 2010.

### 9.9.1 Salary Increments

Time scale of pay - Time scale of pay means a scale in which the salary rises, subject to the conditions prescribed in the statutes of 6th pay rules by periodical increments, from a minimum to maximum. Every employee's annual increment is subject to the recommendations of the Head of the Department as per the requirements of government pay scales, All India Council for Technical Education, University of Mumbai etc. The recommendations based on the performance appraisal of the employee are reviewed by the Principal and Executive Officers. Annual increments, in general, will be paid in the month of January of every calendar year.

Debt Repayment and Monetary Responsibility - The Institute is authorized to withhold pay-checks or deduct from pay-check amounts owed by employees of the institution for any fine, fee, penalty, or other financial obligation(s) to the Institute or under the legal compliance and statutory obligations.

Payroll Schedules Employees are paid for all the days of the month. Payment is directly deposited with a designated bank in the individual's account or given in cash for employees who are paid for visits or whose job is menial in nature of employment. All employees are advised to open a savings bank account in designated bank and intimate the account number to Accounts Department in writing within 7 days from the date of joining.

Higher remuneration the institute is authorized to pay higher remuneration on a case-to-case basis depending on the merit of the case. When offering an employee more than the minimum remuneration, the Management will review the salaries of similar positions in order to avoid creating any disparity among salaries of similar staff.

Special Pay Faculty assigned special duties such as (Examination in charge, Dean) may be paid a special pay based on the nature of the extra duties.

### 9.9.2 Payroll Deductions

Income tax, professional tax and contributory provident funds are deducted wherever applicable. An employee may also authorize deductions for institute sponsored health benefits, insurance, and employee's emergency fund wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc. without explicit written permission by the Management / Principal.

Income-tax - It is mandatory that all staff must present their deduction scheme to the Administration by the end of May, and final proof for savings by the end of December of each calendar year in order to finalize tax deducted at source for the year.

Contributory Provident Fund Scheme is available to employees from the starting date of their employment. This facility is granted to those employees having university pay scale only after completing 3 years of service.

### 9.9.3 Allowance granted in lieu of salary

Allowances are fixed at the discretion of management based on the employee's contribution to the institute. It requires approval of management and is considered to be a part of salary.

Allotment of staff quarter - Limited facility is available for Principal and staff who are required to be all time on campus e.g., security.

Chauffeur driven car - This facility may be made available to principal and selected institute employees according to their work profile.

Car petrol allowance - This facility is available to principal and selected institute employees according to their work profile subject to the discretion of the management.

Mobile / telephone facility - Mobile and telephone allowance is given to all employees who require a mobile use as per their official duties.

Personal Allowance - This facility is available to principal and selected employees according to their work profile.

Travelling Allowance - Travelling allowance is given for official travel to employees if required.

## 10. Employee Code of Conduct

Applies to all MES employees

**Equal Opportunity** - It is a policy of the MES and its institutes to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the Institute. Employees shall not discriminate against a student on political grounds or for reasons of race, religion, caste, language, or sex or for any reason of arbitrary or personal nature and shall not incite students/teachers against other students/teachers/colleagues/administrators or the governing body of the institute and university.

**Drug and alcohol-free Workplace Policy** - The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees or students of MES institutes is prohibited as per the institute's policy. All employees as a condition of employment Abide by the institute's policy on prohibited substances; and inform the institute if he/she is convicted for possessing / using drugs within five days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.

**Sexual Harassment** - Sexual harassment of employees or students at the Institute is prohibited and offender is dismissed or other disciplinary action is taken. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment such as physical contact and advances or demand or request for sexual favors or sexually colored remarks or showing Pornography or Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

**Soliciting / Canvassing** - Canvassing, placing signs and posters for solicitation purposes, chain letters, collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the MES resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect. Employees have freedom of thought and expression. He or She shall not misuse the facilities or forum provided by the institute or university.

**Employment of Relatives** - No individual shall be employed in a department or unit, which will precipitate a subordinate-superior relationship between individual and any of his/her relative who is employed in the Institute through any line of authority. "Line of authority" means authority extending vertically through one or more organizational levels of supervision of management. For the purpose of this policy relatives are defined



as husbands, wives, parents and children, brothers, sisters, and any in-law of any of the foregoing.

**Attendance** - Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the department an employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action including removal from service.

**Conflicts of Interest** - An employee of the Institute avoids actual or apparent conflicts of interest between his/ her institute's obligations/ responsibilities and outside activities.

**Code of Conduct** - All employees to follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquette as expected by the institute. Following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment.

- Insubordination
- Theft
- Conviction of a felony involving moral turpitude
- Bringing discredit to the Institute
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behavior
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping on duty
- Negligence
- Dereliction of duty
- Interfering with the work performance of another employee
- Favoritism
- Wasting materials
- Willful damage to equipment or property of the Institute
- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment.

**Safety** - Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits. It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department and the Human Resources Office immediately. A qualified doctor is available on the campus along with an equipped clinic during the work timings and is also available on call for emergencies. Basic medicines are provided to all the employees and students free of charge.

**Confidential Information** - Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.

**Bribes** - Employees of the Institute do not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration on any commercial commodity, process or undertaking.

**Political Activities** - As an individual, each employee of the Institute retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the Institute is allowed to be a candidate for a political party seeking votes while being employed with the Institute, or take part in a political employment campaign while on duty.

**Disruptive Behavior** - While honoring the freedom of expression and the right to Peaceful dissent of an individual, the Institute in the best interests of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member. The institute stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the Institute is considered to have committed an act of gross in-discipline and is subject to disciplinary action that may include termination of services.

**Outside Employment** - Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the Head of the Department before indulging in any outside employment to be sure there is no conflict of interest. Use of institute property in such endeavors is prohibited. An employee must seek written permission of the Management before taking up any kind of employment.

**Media** - Without prior sanction from the Management no employee can give a talk to media or publish any statement in print publications or on social media either by name or anonymously about issues related to institutional matters.

**Examinations** - No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the institute. Employees shall perform his or her academic duties and work related to examinations statutory reports and campus events as assigned. No extra remuneration shall be payable to the teachers for internal assessment/home examinations or campus events or preparing reports conducted by the Institute. A faculty member shall not be partial during assessment of a student or deliberately over mark, under mark, or victimize a student on any grounds. Employees shall not indulge in or resort to, directly or indirectly, any unfair means in teaching/examinations/administrative work.

Failure to conform to the above-mentioned norms shall be construed as misconduct and will trigger disciplinary action.

## 11. Curriculum Delivery Policy and Procedure

The curriculum is all the planned activities that are organized in order to promote student learning, personal growth and development. The curriculum, in its broadest sense, embraces all opportunities for learning.

We, at PICA, follow a well-defined design of curriculum; the flow of events is summarized as under

Nearing end of a semester, Principal rolls out spreadsheets for faculty to fill up their subjects of choice for the forthcoming semester, as per the syllabus proposed by the University of Mumbai. Time span allotted approximately 2-3 weeks.

Allotment of subjects by Principal.

Rejoining of duties (at least a couple of days to a week before the commencement of semester).

Institute-level all-faculty meeting to monitor/review departmental goals and achievements at both student/faculty levels, and discussion on the current semester's goals and plans.

Floating of Academic Term Calendar by the Institute/Principal.

Chalking out plans by faculty members viz., lesson plans, their schedules, usage of possible resources, ICT in education etc. and recording them in the AMS (Attendance Monitoring System), SAMS—Student Attendance Monitoring System) for future use. Also, uploading of lecture notes/assignments is done.

Principal reviews each course and checks if the faculty and course are in compliance with outcome-based education. For example, the objectives and outcomes of each course and the rubrics that will be used by the faculty members to gauge attainment are clearly spelled out in the beginning of the semester.

Appointment of Class-Coordinators and coordinators for other important activities are also decided. Any specific requirements for laboratories and other concerns are also put forth. Minutes of meetings and List of Academic Responsibilities are mailed for the information of all concerned.

Senior/Expert faculty members organize / visit other colleges for conducting/participating in the orientation programmes of various newly inducted courses of revised syllabus, if any.

PICA hosts students' feedbacks at the ends of each semester, so as to take corrective measures at both students' and faculties' perspective, to improve upon the students learning experience and minimize the discrepancies.

The parents/guardians of the students are also invited to the Institute as and when felt necessary by teaching faculty/principal. This also enables faculty members to understand psychological and behavioral traits about their students, which would further play an important role to alter teaching scheme for the students' welfare

In PICA, use is also made of MOOCs (massive online open course ware), for e.g., NPTEL (National Program on Technology Enhanced Learning), Coursera, Acedge and similar learning sites. Many faculty members and students enroll for one or two subjects of choice, with some opting to appear for exams at some pre-selected

centers. Students avail the additional benefit of learning from these top-rated courses (lectured by high quality instructors) to improve upon their understanding of the subject/s. Faculty members act as mentors and guide the students in solving and understanding the queries related to their subjects.

Project Based Learning / On-site Learning / Rural Studies - One of the best-known tools for the effective teaching-learning schemes are various project-based learning methods and PICA has been using these methods on regular basis. Projects applicable to real world scenario are selected as suitable for levels of learning from 1st to final year classes, and students are asked to design/develop/program/optimize the parameters that play an important role in the project. The Project Based Learning is found to play a key role in students understanding of the subject since it's based on the application of theoretical concepts to solve real-world problems. Also, students get to know, understand and apply managerial aspects such as decision making, leadership skills, team-building, communication skills, report writing apart from the technical aspects. This would also make them better prepared for their final year research and design project. To assess whether the course outcomes have been achieved, students fill out the on-line Course Exit Survey for each subject they undertake (after the course-work gets completed).

The principal collects all the data from the faculty for each course with the course out-comes, exam results etc. and maps out what percentage of the outcome is accomplished by each student and presents it to the principal and rest of the faculty in the subsequent semester.

Internal Assessment (IA) As per syllabus requirement, Architecture students are expected to work on regular basis throughout the semester, which is marked by their concerned teachers as progressive marking. Depending on the nature of the subject, sometimes tests are also conducted support the progressive marking.

Further, few faculties who do not complete the syllabus on account of certain unavoidable circumstances, also schedule extra lectures and/or practicals to complete the syllabus contents on time.

PICA also hosts extra lectures for drop-out/k.t. students so as to assist them to clear the subjects.

There is also mentorship provided to students and the mentors provide constant support for students' academic problems, exams or other competitive exams.

### 11.1 Guidelines For Teaching Faculty

1. All teachers must be present in the classroom during the whole class timing.
2. Classes must start and end at the time as specified in timetable.
3. Each faculty is expected to lead at least one theory or technical subject with responsibility of teaching the same individually. However, the lectures may be distributed amongst the faculty team members after the discussion and agreement upon the same with the team members.

After being a team member of the theory or technical subject for one session /semester as the case may be, those faculty members must prepare themselves to conduct the classes for the complete syllabus throughout the semester with sole responsibility, in the next year.

4. There is a record keeping system for the lectures/studios in place. All faculties are expected to strictly follow the same to keep all the records of teaching. The formats are made available to faculty on shared Google Drive.
  - a. Format 1 – All subject in-charges must prepare a course plan (for 12/13 weeks) for their subjects in advance and submit it to principal following the deadline for submission.  
The teaching and submission schedule must be adhered to the course plans with the flexibility of two weeks.  
The course plans for each subject must be shared with the students and parents immediately after the semester commences or as per the deadlines given.
  - b. Format 2 – Keeping a record of conducted lectures/studios with signature of students
  - c. Format 3 – Keeping a record of submissions with students' signatures at the time of submission and at the time of returning sheets.
  - d. Format 4 – At the end of the semester, subject in-charges need to prepare and submit the course report for the concerned subject. The adherence to the course plan is expected to be reflected in the same.
  - e. Format 7 – Record of thesis students discussions with guide to be maintained.
  - f. Format 12 – Preparing records of students work documentation (3 best and 3 average work. Each portfolio inclusive of all assignments) to be properly composed in the given format 12.
5. Prepare and circulate the defaulters list in your subject at the end of every month.
6. In case, a student is seriously defaulting in attendance or submissions in your subject, the case should be discussed with the team faculty members and brought to the notice of principal to resolve the issue if possible. The same should be officially communicated in writing to the student and his/her parents.
7. For any meeting with the parent, faculty should make it a point that the same will be recorded in the Parents visit register at the Office. It is expected that the student's promises for his/her future behaviour to be recorded in the register and the parents and student consent the same with their signatures.
8. In theory classes, faculty should conduct regular short tutorials (once a month) to track students' progress on regular basis.
9. Faculty members are expected to complete all their responsibilities for the term beforehand to be entitled for the summer/winter vacation. (All Course reports, Course plans for next semester, Mentor-mentee Meeting records, Students work procurement for documentation purpose, Data NAAC and other rankings, etc.)
10. The various events academic or extra-academic are to be attended by the faculty as well. Students must be encouraged to conduct and attend such events.
11. All faculty members are expected to handle various responsibilities other than teaching. It should be self initiated and motivated.
12. Research and publication in research journals, books is highly appreciated while evaluating faculty performance.
13. For appraisal, faculty performance in terms of punctuality, dedication, students' feedback, self-appraisal, additional responsibilities completed, TTP/FDP/

Workshops attended, and research/publications will also be given high importance.

14. Each full-time faculty will be allotted mentees from each year and they are expected to be in constant touch with them. Each discussion with the mentee wrt their issues, suggestions and resolutions must be documented. (Refer format 5)  
In case, the mentor senses the serious issues in terms of mental health/coping mechanism of the mentee, he/she should be advised to visit the counsellor in the campus and reported to the principal.
15. All faculty members are advised to visit the library regularly themselves and encourage students for the same by designing assignments that incorporate students mandatory library visits.
16. All subject in-charges or team members should plan for minimum one guest lecture/ workshop once a semester in the concerned subject that will be useful for all the classes. The same should be documented and report is to be prepared (Refer Format 6).
17. Students' work in each subject must be documented in a prescribed students work documentation format and submitted /uploaded before the deadline.
18. At the end of the Term, faculty must submit their original records of all progressive marking in their subject, to the admin section.
19. Faculty are advised to have decent attire.
20. Work Ethics: Faculty must refrain themselves from –
  - a. Humiliating student by passing comments on student's aptitude, abilities, looks, race, caste, religion or personal life.
  - b. Meeting students for academic purpose outside the campus, unless officially planned for (i.e. site/industrial visits, study tours, etc).
  - c. Spoiling the students work with corrections in ink on the drawing, tearing of the sheets/assignments, etc.
  - d. Have a personal communication with student for other than academic purposes.

Faculty should interact with students in a professional and civil manner keeping the college policies regarding discrimination and sexual harassment in mind.
21. Check and follow the rules for college reporting/leaving time and leaves (Circular dt 22<sup>nd</sup> Nov 2021).
  - a. College regular time for regular/fulltime faculty is from 8.15 a.m. to 4.15 p.m.
  - b. 8.15 am to 8.30 am lean period for reporting
  - c. 8.30 am to 9.00 am – Late Mark
  - d. 9.00 am to 12.00 noon – Half Day
  - e. Leaving between 11.30am and 3.30 pm – Half day
  - f. 3.30 – 4.00 pm – Early going
  - g. 4.00 pm -4.15 pm lean period for leaving
  - h. 3 days late coming/ early going will be considered as half day and be deducted from the pending leaves or by deduction from the salary.
  - i. Use of lean period at reporting and leaving both on the same day will be considered as one late mark.

However, it is abiding to the faculty to work beyond the above specified hours / working days, to complete the individual responsibilities and specific requirements by the institute, if necessary.

22. Faculty will not be entitled to any vacations unless their all work for the term is completed to the satisfaction of the principal/admin registrar/exam in-charge.
23. Faculty Attendance is mandatory on all MES events as per the MES guidelines. Absence for such events will be considered as unpaid leaves.
24. Attendance on the last day before vacation and the first day after vacation is mandatory to be entitled to the vacation. Please understand that absence on any of these two days will lead to the whole vacation period being considered as personal leaves.
25. Newly appointed faculty members will have probation period of one year, during which they will not be entitled to any leaves or increments.
26. Appraisal of all faculty members will be strictly based on the following contributions and performance factors:
  - a. No. of without pay leaves during the Academic session and also the frequency of the leaves.
  - b. Regularity with the assigned academic responsibilities along with regular delivery of lectures, conduction of the studios, proper records keeping and documentation of all academic activities and evaluation of the students work.
  - c. Self-initiatives of the faculty towards starting new courses, certifications, organizing FDPs, mentoring to resolve students' issues, development and maintenance of labs and infrastructure, etc.
  - d. Engagement with industry and professionals via MoUs, placement activities, organizing guest lectures, workshops, industry/site visits, etc.
  - e. Contribution to curriculum development, improvement in teaching learning systems, bridging students and institute towards growth of institute in a holistic manner.
  - f. Students feedback of the concerned subjects and the faculty
  - g. Team spirit with the positivity and friendliness within the faculty teams in concerned subjects.
  - h. Overall performance improvement in the previous academic year.
  - i. Self-upgradation activities such as attending FDPs, workshops, additional certificate courses, etc.
  - j. Research paper publication in UGC approved or SCI journal or book chapters/ grants (min 1 lac or more) / patent registered / copyright in the name of the institute or with due credit to the institute.
  - k. Faculty start up oriented work that benefits the institute
  - l. State or National Level award won by the faculty.
27. It is necessary to provide /submit to the admin section, the details and copy of any LOR you provide to the students.
28. Please check below, the role of each responsibility that is given to you and perform accordingly.

## 12. Holistic Development of Students at PiCA

### 12.1 Remedial Classes for Slow Learners & Special Attention to Advanced Learners

Faculty members at PICA identify and support students with varying learning capabilities. The subject-in-charge and class counsellors, during the teaching learning process, identify the slow learners and advanced learners by observing the performance of students in different activities, and also from the results of various assessment processes during the semester. The class counsellor/mentor has periodic interactions with the class students/allotted mentees and understands/records their progress and difficulties, if any.

The weaker students thus identified are given more attention and taught to do well enough to perform at least to a level of passing in the university examinations.

Remedial classes are organized for the students who are not good performers in their respective year of study. Additional support is offered through -

Examination-oriented coaching and well-formulated question banks and notes prepared by faculty.

Special counselling and extra classes for those students who have failed in any subjects

Efforts taken for Advanced Learners in PICA include-

Advanced learners are given special projects to work on and also encouraged to participate in the national/international competitions to challenge their creativity and thought process.

Additional question papers solving sessions in order to improve their performance even further

High academic record students are encouraged to achieve higher ranks in university. They are constantly motivated/encouraged to take examinations like GATE, GRE, TOEFL, IELTS, UPSC/MPSC etc. during their final years

Students having orientation towards research are also motivated to present their work at conferences and competitions

### 12.2 Extra-Curricular Activities

Also called as extra-academic activities, extra-curricular activities are generally voluntary, and exist for all students. They fall outside the realm of the normal curriculum. One of the greatest advantages of participating in at least one of these activities is the decrease in anti-social behaviors and students growing up to be more successful in communication and relationships. These activities in PICA are either self-organized by students, or facilitated to students by faculty members. Faculty members are expected to control, facilitate or support these activities as the case may be. Various forms of such activities that students of PICA participate in regularly include:



### Academic Clubs

Pillai College of Architecture believes in providing a holistic learning experience to its students, recognizing that education extends beyond the confines of the classroom. To enrich the cultural experience of students, the college offers a range of extracurricular clubs that cater to various interests and passions.

By providing these extracurricular clubs, Pillai College of Architecture recognizes that learning is not limited to textbooks and lectures. These clubs offer students the opportunity to explore their passions, develop their talents, and form meaningful connections with like-minded individuals. Through their involvement in these clubs, students can cultivate a well-rounded education that goes beyond the technical aspects of architecture and fosters personal growth, creativity, and an appreciation for art and culture.

### Heritage Club

The term heritage makes us remind of the legacy our ancestors have left behind. The life that they lived got reflected in the artefacts they created. How can we appreciate these artefacts? How can we study them? How do we think about it as the architects of contemporary world. What are we making that will become heritage? These are the questions we seek to answer in this club. So, let's go on a path of discovering what we perhaps have ignored.

### Music & Dance Club

To showcase the talents through music, singing during events, to encourage inbuilt dance talents through participation in intercollege activities, etc, these activities can release the stress from daily routines. activities can be part of cultural events.

### Drama Club

Drama Club is designed for students interested in learning more about the aspects of theatre. It provides a platform to students who have talent, confidence and passion to do something unique. Drama Club promotes teamwork, communication skills, socialization, stage presence, working on acting skills, etc.

### (Visual Voyagers) The Photography Club

Visual Voyagers Photography Club at PiCA is a vibrant community of aspiring photographers and visual storytellers. We are dedicated to exploring the dynamic relationship between architecture and photography through various activities and engaging discussions. From capturing stunning architectural marvels on field trips to organizing themed photo contests and exhibitions, we encourage our members to push the boundaries of creativity and showcase their unique perspectives. Our meetings are filled with exciting questions such as: How can photography enhance our understanding of architectural design? What role does light play in capturing the essence of a structure? Join us on this visual journey as we unravel the art of architectural photography and inspire each other to capture the beauty of our built environment.

### Nature Club

#### ***Vruksha valli Amha Soyari!!***

The nature club under Pillai College of architecture is looking forward to celebrate this year for nature and biodiversity.

Here comes an opportunity where we all can explore natural scenic of Maharashtra!

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**

Overall, participating in various competitions helps students gain exposure to major infrastructure projects and develop their problem-solving abilities, while intercollege competitions like Nirmal and photography competitions provide them with opportunities for creative expression and healthy competition among their peers. We at PiCA also upload achievements video every year as encouragement to our students.

[https://pica.ac.in/wp-content/uploads/2022/10/PiCA-Achievements-AY-2021-22.mp4?\\_u=1](https://pica.ac.in/wp-content/uploads/2022/10/PiCA-Achievements-AY-2021-22.mp4?_u=1)



**Figure 14: Competition - KIDC**

### **Community Service:**

Community Service initiatives give us an opportunity to work towards improvement of the relatively unprivileged section of the society as well as protecting our mother earth. Our enthusiastic students and faculties conduct events related to Women Empowerment, inclusive social awareness, youth leadership development and environmental day. "Anubhuti" is a PiCA community service wing under the umbrella of which various above activities take place.



Figure 15: Community Service



Figure 16: Community Service



**Figure 17: Community Service**

### Sports:

Sports facilities at Pillai college of Architecture had seemed more than just providential. Sports play a pivotal role in shaping one's personality and maintaining good health. We've specially developed a sports environment that matches international standards and gives a truly global experience to all our students. Our students have made remarkable performances in university and national level competitions.



**Figure 18: Sports - Football**



Figure 19: Sports - Tug Of War



Figure 20: Sports - Kho Kho

### Cultural events:

Cultural activities provide a useful channel for the growth and development of a student's mind and body. The Student Council of PiCA very actively conducts cultural events throughout the year. 'Alegria' is a very well-known and prestigious festival of the campus under which cultural competitions are held. We also encourage students to participate in campus level cultural competitions.



Figure 21: Cultural Event – Alegria



Figure 22: Cultural Event – Alegria – Pottery



Figure 23: Cultural Event – Alegria – Origami



Figure 24: Cultural Event – Shivali Jayanti



## 13. Duties and Responsibilities of Teaching Faculty

### 13.1 General

The Faculty Member should come to the Institute at least 15 minutes before the commencement of classes and should leave the Institute not earlier than 15 minutes after the end of the last hour.

During the class hours, faculty is expected to refrain themselves from using mobile phone or leave the class for any non-academic reasons.

All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.

The workload of all the staff shall be fixed by the management. The workload of the teacher should not be less than 40 hours a week or as decided by management from time to time.

In exceptional case whenever Faculty Members are entrusted with additional administrative/research load, adjustment in the contact hours could be made to ensure the total work load remains in parity with other teachers.

Faculty member is required to attend the college on institutional holidays for duties related to the appointment, i.e., staff development programs, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc. you shall attend these duties without fail. Neither compensatory leave nor extra remuneration will be payable for such participation.

In case of full-time appointment, the faculty should not engage in teaching at other institutions, private coaching / Tuitions and / or such other outside work either with or without remuneration, without the prior sanction of the college authorities.

### 13.2 The Work Plan

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 / 44 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution. They should strive to function and excel in individual, department and institutional levels as outlined below.

#### **Individual**

Faculty Members are expected to update their knowledge by attending Seminars/ work-shops/ conference, after obtaining necessary permission from the Principal/ Management.

Faculty Members should attempt to publish text books, research papers in reputed International/ Indian Journals/ Conferences.

The Faculty Members must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/ her beneficial influence in building up the personality of students and he/ she should associate himself/ herself actively with such extra-curricular activities which he/ she is interested in or assigned to him/ her from time to time.

Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

### **Department/Institution**

The Faculty Member should always first talk to the principal and keep the principal in confidence about the members professional and personal activities.

The teaching load will be allotted by the principal after taking into account the Faculty Members interests.

Every full-time faculty member is expected to take a responsibility of both theory and studio classes.

In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by Principal in academic, co-curricular or extracurricular activities.

Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.

Every Faculty Members should maintain students' attendance records and the absentees roll number should be noted every day in the Master attendance register maintained in the department as soon as the classes/ studio hours are over.

Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class/ studio/ invigilation. In case of emergency, the principal or the next senior faculty must be informed with appropriate alternate arrangements.

The Faculty Member should make himself/ herself presentable. The Faculty Members should show no partiality to any segment/ individual student.

Every full-time faculty will take the responsibility as mentor of students allotted to him/her. The mentor must update the students personal file regularly and put for inspection by Principal as the case may be. The mentor will take special efforts to address and resolve their mentee's academics related issues and report to the principal for action.

### 13.3 Classroom/Teaching

Structure of Academics and related activities:

**Subject-in-charge:** Lead Lecturer or Leader/ facilitator of the **teaching team** of a Subject.

**Role:**

- Prepare and monitor the teaching-learning plan of the subject.
- Submit the course plans for the subject as per the given schedule.
- Maintain regular attendance and assessment record of the students.
- Maintain and fill all records related to Teaching Plan/ Monitoring/ Progressive Marking and attendance in the Subject.
- Must upload the monthly record of attendance and progressive marking by 5<sup>th</sup> of the following month. For example, record for the month of November should be uploaded by 5<sup>th</sup> December, and so forth.
- In case of non-receipt of monthly record of attendance and progressive marking from their support members by the end of the month, the same should be reported to their Year In-charges.
- Give timely warnings to defaulting students and give copies of the same to respective Year In-charges.
- Compile and submit Final Sessional Marks of the subject for the semester on or before the specified date to the designated Administrative in-charge.
- Submit Course Completion Report with details of assignments as per the given schedule.

**Support Faculty Members:** Faculty members teaching a course collectively with the subject in-charge.

**Role:**

- Assist the Subject-in-charge in all their tasks.
- Maintain regular attendance and assessment record of the students assigned to them and do timely reporting to Subject-in-charge.
- Actively involve in all internal progressive markings and maintain the record of the same.
- Assess the answer papers and/or conduct viva-voce for tests/ internal juries/ final examinations/ University external examinations as the need may be.
- Must submit the monthly record of attendance and progressive marking to their subject in-charge by the **last day of the month**.
- Be an active member in teaching, motivating and counselling students.

**Year In-charges:** Co-ordinating Faculty between the students of that year and rest of the school.

**Role:**

- Co-ordinate academic calendar for that particular year.
- Co-ordinate adjustments in weekly, monthly or term-wise calendar to accommodate change due to events, exhibitions, site visits, holidays etc.
- Co-ordinate with the office staff, follow-up with support faculty members in case of non-submission of monthly records to the subject in-charge,

monitoring monthly progressive marking and attendance record of the students in the year.

- Compile monthly records of assessments and defaulters lists in various subjects and report to the principal. The same should be conveyed to the defaulting students.
- Conduct **monthly** review meetings with subject-in-charges of the year and report the findings to the principal.

**Prof-in-charge:** Faculty members assigned by the principal to co-ordinate / set up assigned activities / facility related to administration / academics / co-curricular.

**Role:**

- Plan, co-ordinate, conduct and monitor the assigned activity.
- Review and report the status of activity / facility on periodic basis to the principal.

**Academic Co-Ordinator's:** Faculty Members assigned by the principal to co-ordinate academics in areas of the B.Arch. curriculum -- Design, Technology, Electives, Architectural Theory, Humanities and Environmental Sciences.

**Role:**

- Provide overall vision for the stream.
- Conduct mid-semester vertical reviews of the subject and provide corrective measures, if required.

**Visiting Faculty Members:** Visiting Faculty members will follow all the duties assigned to supporting faculty members.

**Subject teaching guidelines:**

Once the subject is allotted, the Faculty Member should prepare the lecture hour wise lesson plan.

The Faculty Members should get the lesson plan and course file- approved by the principal. The course file consists of preface, previous year university question papers, notes, handouts, PPT/ OHP sheets, test/ exam question papers, two model answer scripts for each test/ exam, Assignments (if any), feedback analysis report, etc.

The Faculty Members course teaching records must be regularly updated and put up for inspection by Principal as the case may be.

The Faculty Members should refer to more books than textbooks and prepare his/ her detailed lecture notes. These lecture notes are his/ her aids. The Faculty Member should not dictate the notes in the class. These lecture notes shall be uploaded in digital library.

The Faculty Member should go to the class at least 5 minutes before and enter the class without delay.

The Faculty Member should engage the full time slot assigned and should not leave the class early.

The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to be learnt in another 2 minutes, then conduct the class as per course schedule and in the last 3 minutes conclude and say what we have seen/ will see in the next class.

The faculty of member should cultivate suitable techniques (humor/ dramatization/group discussion/ debate) in the lecture, to break the monotony.

The faculty member should practice/ rehearse the lecture well before going to the class.

The Faculty Member should use PPT, Models etc., as teaching aids.

The Faculty Member should encourage students asking doubts/ questions.

The Faculty Member should assess the comprehension by students and act/ adjust the teaching appropriately.

The Faculty Member should take care of academically backward students and pay special attention to their needs in special classes.

The Faculty Member should interact with the class coordinator or mentor and inform him/ her about the habitual absentees, academically backward student, objectionable behavior etc.

The Faculty Member should always aim for 100% pass results in his/ her subjects and work accordingly.

The Faculty Member should regularly visit library, encourage students to use library and read the latest journals/ magazines in his/ her specialty and keep oneself abreast of latest advancements.

The Faculty Member should make himself/ herself available for doubt clearance.

The Faculty Member should motivate the students and bring out the creativity/ originality in the students.

### 13.4 Studio

The Faculty Members conducting studio must explain by personally drawing/ drafting / making models and be satisfied with the results before asking the students to work.

Whenever possible, additional assignments to clarify or enlighten the students must be given.

The studio work of students must be corrected then and there or at least by next class.

### 13.5 Test/Exam

While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to Principal for approval.

During invigilation, the Faculty Member should be continuously moving around. He/ She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody does any malpractice in the exam/ test.

Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the Exam section. (Class coordinator and Principal concerned in the case of Class Test/ Preliminary Examination).

The test papers must be corrected within three days from the date of examination and marks submitted to the principal for forwarding to Parents/ Principal with remarks.

The Faculty Members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department/ Institute.

### 13.6 Student/Faculty Rapport

The teachers shall dress, conduct and behave themselves to ensure that proper decorum is maintained between the students and teachers.

The Faculty Member should have a good control of students both within and outside class.

As soon as the Faculty Member enters the class, he/ she should take attendance. If anybody enters late, the students may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the students through personal counselling and if it does not bring any change the students must be directed to meet the mentor/ class coordinator/ Principal.

The Faculty Member should act with tact and deal with insubordination by students maturely.

The Faculty Member should be strict but not harsh. Never use harsh / abusive/ demotivating words, which would hurt the feelings of students.

### 13.7 Division of Labor

To absorb the growth of the institution and keep up the efficiency level we follow the decentralized concept of an institution.

Each full-time faculty is expected to take up a responsibility from all three heads as follows:

1. Academic - Subject in-charge, Professor in-charge, Year in-charge, Academic coordinator, any other relevant responsibilities
2. Co-Academic – Mentorship, Academic committee head, Member of Academic committee, Exam in-charge, any other relevant responsibilities
3. Non-Academic – Student Council Head, Community Service Head, Competition in-charge, Documentation in-charge, Alumni in-charge, Placement in-charge, Sports in-charge, any other relevant responsibilities

Academic work is distributed to various coordinators, stream wise who coordinates and control the academic activity with guidance of Principal. Non-academic activities have been delegated to various teachers in the beginning of the academic year.

The performance of subject teacher is reviewed at the end of each semester based on the feedback, formal/informal, collected from students.

The performance of each teacher in-relation to non-academic activity is reviewed at the end of each semester based on the report submitted to the principal

The teaching work is allocated by the principal after taking into account the capacity and interest of each teacher.

### 13.8 Quality Sustenance

Sustenance of quality of teaching is taken care of by appointing qualified, dedicated teachers acceptable to the students, well in advance.

Teaching programme is channeled through proper planning of academic activity well in advance through academic calendar, teaching plans in each subject, portion completion schedules, etc. This is prepared and circulated in the beginning of the session.

Principal co-ordinate and control such schedules by regular departmental meetings and through informal feedback from students so that our effort to sustain the quality of education is successful.

Quality enhancement is taken care by various methods such as regular class tests, presentations, industrial visit, seminars, etc.

Faculty from professional fields and higher learning centers are invited regularly for guest lectures.

Teachers are encouraged to participate in seminars, present papers in such seminars, attend workshops regarding syllabus, for quality improvement.

It has been our endeavor to search for weaknesses if any in any of our systems and strengthen those areas.

Teaching plan made at the beginning of the semester is verified through course completion reports obtained from the subject teachers. The course completion reports are verified by the principal through formal/informal feedbacks.

### 13.9 Duties of Principal

- Principal should control, coordinate and motivate the teachers.
- They are accountable for preparation of teaching plan by each teacher well in advance of the semester and satisfactory completion of the portion as per the teaching plan.

- They should coordinate with Board of Studies in relation to syllabus, question paper pattern etc.
- They are responsible for availability of proper text book/reference book on the subject to which they are related to in the library.
- To monitor and conduct academic activities of the department.
- To take students and faculty feedback and accordingly take the remedial actions.
- To plan and take the necessary actions for improvement of results and academic performance.
- To coordinate term work assessment and conduction of examinations.
- To maintain discipline and enforce rules as laid down by the institute.
- To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.
- To conduct regular meetings with teaching and non-teaching staff as well as various in-charges to sort out any issue and queries related to academics.
- To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by COA.
- To execute any other work assigned by the management.
- To prepare the requirements and budget needed.
- To oversee the purchase and deployment of any resource.

### 13.10 Duties of Co-Ordinator's

- Each coordinator should inform well in advance, preferably at the beginning of the semester, the schedule of internal markings, tests and reviews.
- Failure of students should be communicated to the guardian whenever remedial measures are possible or at the time of Guardian teacher meeting.
- Coordinator should conduct at least one guardian teacher meeting in each semester and collect feedback form the guardian/students and correct the course of action if necessary.
- Coordinator should communicate the general policy of the institute to the teachers and students and conduct regular interaction meeting with the teachers.
- Coordinators should see the website at-least once in a week and ensure that all the programme relating to the department is made up to date.
- Coordinators should review the end result of a student after each semester/University examination and recommend, if necessary, steps to improve the result

### 13.11 Faculty Placement Coordinator

The aim of architectural education at PiCA has been to prepare student towards academic excellence, professional and entrepreneurship approach as well as employability along with the holistic development of the student.

The placement coordinator will take care of students requirements of getting placed by continuously keeping connection with the industry. MoUs with various architectural, private and government establishments are to be proposed and implemented by the placement coordinator.



### 13.11.1 General Responsibilities

- Develop an annual placement strategy for the college and execute it. The strategy should include events and activities starting from the first year.
- Develop a set of written rules and policies for placement that should be followed by students. This must include policies/rules for eligibility for placements, interviews, final placement, early joining, summer internships etc.
- Counsel students who wish to pursue different careers and explain the different options available for them
- Develop a placement strategy for students as well as plan activities/training for students who have drops
- Understand industry requirements and conduct industry surveys as well as network with companies and HR groups
- Update faculty on latest trends in industry and recommend training programs for faculty and students.
- Maintain corporate database
- Assist faculty coordinators in organizing resume writing, group discussions, personal interviews, dressing professionally and skill development sessions for each department
- Maintain Student Resumes
- Arrange for interview facilities at the campus or coordinate for pool campus activities
- To keep the track and collect the appointment letters and acceptance letters from the students.
- To give an annual report of all training and placement activities for the college in the month of May including but not limited to
  1. Placement statistics and summary
  2. Trainings conducted during the academic year and its effectiveness
  3. Strength and weaknesses of the institute in terms of placement
  4. Placement strategy for the upcoming year
- Collect information of all students who are eligible for placement at the beginning of each academic year
- Coordinate with other MES colleges in case joint placement and/or training drives are required to be organized
- Any other responsibilities as assigned by the Principal or CEO from time to time.
- Coordinate pool and off-campus placement activities
- Circulate details of pool and off-campus opportunities with students and faculty
- Meetings with principal, faculty and placement coordinators must be conducted twice every academic session
- Any other meetings as requested by the principal from time to time. Maintain minutes of all meetings conducted by TPO.
- All correspondences regarding placement or any other college activities must be conducted via official MES email IDs only.
- All student data collected by Placement Officer or placement department or placement coordinator will be stored on MES servers using Google Apps suite provided. These details must be produced on demand of the principal or CEO.

- Storing, transmitting, copying or changing data on non-MES servers or using personal email or cloud storage is strictly prohibited.
- The following information must be provided by the TPO as and when requested by the principal or CEO. The details must also be stored and backed up on the MES servers on a regular basis.
- Details of companies visited by TPO (including date and time)
- Details of companies visiting the college
- Pool of company's contacts and other details

### 13.12 IQAC Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility.

### 13.13 Non-Teaching Staff

#### 13.13.1 Registrar and Administration Office

At a college, the registrar's office is where students go to get information about their enrolment, their academic and financial records, and their class schedules. Registrars therefore help to manage a huge amount of information. All institutes administration offices is headed by the Registrar. All the Administrative staff report directly to the Registrar. Registrar, being next in the hierarchy to the Principal for Administration, should

- Be able to work with a variety of people
- Have exceptional communication skills, including when collaborating with multiple college departments.
- Be highly organized
- Be able to quickly adapt to change
- Pay attention to minute details in all correspondences
- Facilitate the movement of students through their programs
- Ensure that records are properly kept
- Ensure that class scheduling is completed
- Ensure that scholarship and grant information is properly disseminated

#### 13.13.2 Administrative staff

All administrative staffs are expected to

- Report to the Registrar
- Demonstrate courtesy and respect in all dealings with students, academic and support staff
- Be fully conversant with all aspects of the College's policies and procedure.
- Respect professionalism.
- Work diligently to ensure that the College provides faculty and staff with the tools needed to do their jobs and will act promptly to remedy such short-term deficiencies as equipment failures or classroom problems.

- Ensure that no activity in the department is running counter to those priorities; articulate departmental goals that further those priorities; and seek training in those areas where they are not equipped to meet the priorities of the College.
- Demonstrate professionalism in conflict resolution by doing the following respecting the dignity of all parties involved, ensuring that the terms of all resolutions of specific complaints are appropriately documented.
- Refuse to invite, solicit, or allow gossip, innuendo, or direct disparagement of any academic
- Administrative staff are responsible for ensuring that the required statistical data provided for external agencies providing funds is accurate.
  - Administrative staff will avoid attempts to use their authority as managers to forward any personal or political agendas.

### 13.13.3 Accounts Department

Accounts department is headed by an Accountant who reports to the principal. All the staff of the Accounts department like, Cashiers etc., report to the accountant. The specific responsibilities of the accounts department are as follows

- Organization and performance of the College's finance office
- Setting up accounting systems and processes
- Maintaining financial control over the College
- Compiling financial statements (such as the balance sheet, income-expenditure, and profit-loss).

Further, some of the important duties of the Accounts Department are as given under

- Prepare and issue all documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems
- Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system
- Compile budget data and documents based on estimated revenues and expenses and previous budget
- Prepare cost statements or reports
- Calculate costs of materials, overhead and other expenses based on estimates, quotations, and price lists
- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.
- Evolve a procedure for payments/ release of funds so that duplication of payment could be avoided.

### 13.13.4 Fire and Safety Technician

Fire Fighting Technician is required to

- Conduct periodic testing and maintenance (both routine and preventive) of the fire protection system and equipment at all facilities

- Ensure fire safety of personnel, buildings and equipment.

#### 13.13.5 Laboratory Assistants

Laboratory assistants at MES usually work under the direction of their Faculty Laboratory In-charges and report to their respective Heads of Departments. Tasks commonly performed by Architecture laboratory assistants are listed below

- Keep their labs clean.
- Keep all their laboratory equipment always in working condition.
- Assist students and teachers in conducting practical and experiments.
- Maintain dead stock register and register of consumable materials
- Undertake physical stock verification of laboratory materials.
- Assist the Laboratory In-Charge in purchase and procurement of laboratory materials.
- Supervise the work of laboratory attendants working under him.
- Assist the in-charge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
- Report about breakages/losses in laboratory to superiors.
- Report to in-charge of laboratory about any kind of misbehaviors happening inside the laboratory.
- Ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
- Attend to such other duties as may be specially brought to his notice with approval of the Head of the Department.
- Adhere to correct procedures, policies and health/safety guidelines.
- Keep abreast of all industry developments and best practices.
- Document all activities, record results and insert/retrieve data.

#### 13.13.6 Laboratory Attendants

Major responsibilities of a laboratory attendant are as under

- To clean laboratory and to keep Laboratory materials including apparatus and equipment in proper place.
- To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments chemical and other materials within and outside the laboratory.
- To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
- To render physical assistance to students and teachers in conducting practical and experiments.
- To report about loss of laboratory equipment and other materials to his superiors.

### 13.13.7 Lift Operator

A lift operator is a person who is appointed to operate the lift. This job position requires the candidate to be an expert at the operating and maintenance of lifts. A lift operator need not have specific educational qualifications or academic background. This job position comes with a set of important job responsibilities.

Lift operator must be able to

- Operate the lift properly
- Behave well with all passengers of the lift
- Properly manage as per the standards of the lift authorization.
- Load and unload goods in and out of the lift while ensuring that the lift is not damaged.
- Manage the lift in case of any emergency.
- Perform routine repairs of the lift.

### 13.13.8 Peons and Sweepers

Some specific responsibilities of peons and sweepers are as follows

- To open class rooms, office rooms, windows etc., in morning
- Switch on fans and lights
- Switch off fans and lights when not required.
- To close class rooms, office rooms, windows etc., in the evening.
- Dusting of office furniture, machines, files, table equipment, replace covers of machines
- Do the work of opening, pasting and sorting and arranging papers and circulars in accordance with instructions of the Section Officer/Branch Head.
- Do the work of affixing stamps, sticking and sealing envelopes or wrappers, packing up of parcels.
- Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
- Serve drinking water to employees and to visitors, when required.
- Dispatch letters
- Sweeping, cleaning rooms and furniture and electrical fittings.

## 14. Leave and Holiday Policy

### 14.1 Statement of Policy

The smooth functioning of PICA requires the continuous engagement of its faculty and staff with its students. Therefore, leaves during teaching periods or examinations are highly discouraged. The institute must follow the MES rules and regulations prescribed below for faculty and staff.

In general leave can be taken for various reasons to recharge, vacation, rest, illness, emergencies or any other personal reasons. In all cases, the leaves must be

approved by the principal/management. Leave is given to meet an urgent need and should not be claimed as a right. For any leave requested, an application must be filled out either in advance or on the day of resumption of duty, depending on the nature of the leave taken. Leaves shall be calculated at the beginning of June 1st of an academic year and end on May 31st of the next academic year.

Long leave (leave of three or more days continuously) during the academic term is extremely disruptive to scheduling and to the academic continuity of students. It is therefore highly undesirable to take time off during the academic term when classes are being taught. However, in the cause of extreme necessity, emergencies or unforeseen circumstances, only the principal along with senior management can condone such absences. Applications to condone this type of absence must be routed to the senior management.

Unexcused leave of 3 or more days will constitute a break in continuous service and unexcused leave of 7 days or more will constitute abandonment of job. In case any faculty or staff wishes to return after an unexcused absence the management reserves the right to permit or to not permit the faculty/staff to return and the management may impose additional terms and conditions on the employee. The Registrar maintains a permanent record of leaves granted and used by each employee.

All Leave approvals are subject to the following

- Prior leave record
- Completion of syllabus
- Availability of appropriate substitutions.
- Faculty is liable to forfeit their salary increment if
- Faculty does not make themselves available for Institute programs.
- Faculty is habitually late.
- Faculty take unsanctioned leave or take leave very often.
- Faculty's work is sloppy or is not finished in time.
- Faculty are in-subordinate or defiant.
- Faculty do not show any improvement in content development. In all matters, the decision of the management will be final.
- Sanction of Leaves

Principal may or may not sanction the leave application form of an employee depending on the employee's past record. All leaves except CL and ML must be notified to the Management within 4 working days in advance or else they will be treated as LWP. The sanctioning authority of all types of Leaves for the Faculty, Technical Staff, and Administrative Staff shall be the principal while the Registrar shall sanction the Leaves for supporting staff. The principal shall get his/her leave sanctioned by the CEO.

## 14.2 Types of Leaves

A newly joined faculty member cannot avail any leaves during his first year of working in the institute. His/her all leaves will be considered as LWP.

Leaves can be broadly classified as

### **Casual Leave [CL]**

The number of casual leaves that can be availed by faculty or staff is 8 days.

Should be evenly distributed in both semesters (4 per semester)

- Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs. CL can be taken for half day also.
- Casual Leave must not be pre-fixed or suffixed to vacation or any other type of Leave, except OD.
- It is necessary to get prior sanction of CL by reporting to the principal or within four days after rejoining the duties only in unavoidable circumstances. In case of emergency, telephonic intimation is acceptable directly to principal and not through the subordinate.
- CL cannot be equated with ML or vice versa.
- Reporting half an hour after starting time of college, it will be considered as late coming however same will not be applicable for early going. If the faculty requires to leave early, written application to be submitted to principal and principal may approve or direct faculty to apply for half day leave as found appropriate by the principal.
- One day casual leave will be deducted for every 3 late days.

### **On-Duty Leave [OD]**

OD is granted to an employee when the University / Principal / or any other competent authority assigns a duty that has to be carried out for the institute, University or State.

### **Compensatory Leave [CO]**

The administrative and supporting staff, who works on holidays will be entitled to CO for an equal number of days that they have worked. COs should not be availed when the academic sessions are in progress.

As deemed necessary by principal, principal may direct teaching faculty to work on holidays and may sanction CO for the same in advance. CO cannot be availed by faculty by their own decision. CO should not be considered as right by teaching faculty. COs should not be availed by teaching faculty on the days of their lecture/studios.

COs cannot be attached to casual leave.

### **Earned Leave [EL]**

If any faculty or staff is detained for completing a specific task assigned by his / her superior and is unable to avail the vacation / holiday period, that he / she is otherwise eligible for, adequate compensation, shall be given in the form of EL. The duration of EL is one third the number of days that he / she have been detained for

the specific task in the vacation / holiday period. Employees should avail such EL during non-active period of the semester.

EL cannot be carried over into the next academic year

### **Special Leave [SP]**

An employee can go on SP with prior sanction, during which no salary and allowances will be applicable, when no other type of leave is available.

### **Medical Leave [ML]**

All employees are entitled to 10 days of full pay ML, or part thereof, in a calendar year depending on the date of joining. An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.

Request for extension of ML will be considered by the Head of the Department /Principal/ Management. An employee returning from ML will be required to submit a physician's certificate describing the nature and duration of the illness.

If medical leave is taken for more than 3 or more days in a row the faculty or staff is required to also provide a physical fitness certificate from a medical physician.

ML cannot be carried over into the next academic year

### **Maternity Leave [MA]**

Maternity leave may be granted to a female teacher only twice in one's career.

A lady employee with minimum 3 years of continuous service in this institute is entitled to a maternity leave on full pay and allowances on the submission of a medical certificate.

In all other cases the principal fixes a period of leave to be granted as Maternity Leave without pay.

### **Leave Without Pay [LWP]**

If proper documents duly signed are not submitted in stipulated time to the Principal/ Registrar, leave may be treated as LWP. A leave of absence without pay is granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave; or for any exceptional personal or institutional reason.

Any regular employee is granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.

A leave of absence may be granted only if the employee has a bonafide intention to return to the Institute following the leave. Only in exceptional situations should a leave of absence be granted to an employee having less than one year's service.

Upon the expiry of a leave of absence, an employee is eligible for reinstatement to the former position.

Should a position be not available upon the expiry of the leave of absence or return to work, the principal may request the management for an extension until such time as a position for which the employee is qualified becomes available.



### 14.3 Holidays and Vacation

List of approved public holidays other than Diwali and Christmas

- Janmashtami
- Ganesh Chaturthi
- Id- up- Fitr
- Onam
- Gandhi Jayanti
- Dussehra
- Bakri Id
- Mahashivaratri
- Shivaji Jayanthi
- Ambedkar Jayanthi
- Holi
- Guddi Padwa
- Ramanavami
- Good Friday

In addition, if PICA specifically serves a disproportionate segment of students from a specific community or religion, the principal at their discretion can give a maximum of three additional days as a holiday.

#### **Faculty holidays**

Faculty will be given holidays during Ganesh Chaturthi, Diwali, Christmas and the summer vacation.

These holidays must overlap with student holidays.

Regular faculty may avail 60 days of holidays during the academic year.

Diwali, Christmas and summer vacations will be shortened and not transferred if satisfactory progress has not been made in the completion of syllabus, internal assessments, submission of lesson plans, etc.

#### **Staff Holidays**

The following days can be availed by staff as holidays provided the institute is also not working on those days. These days are considered to be inclusive of Saturdays and Sundays.

Ganesh Chaturthi 3 days

Diwali 5 days

Christmas 2 days

Earned leave 30 days

In case the Ganesh Chaturthi, Diwali or Christmas holidays are extended beyond the sanctioned amount it will be deducted from earned leave.

#### **14.3.1 Holidays for Faculty and Staff on Probation**

Faculty and staff on probation are not eligible for the entire vacation period. Each institute may determine how many vacations days faculty and staff on probation can avail.

## 14.4 Procedure for Applying for Leave

Faculty member must notify in writing to the principal of leave 7 working days prior to leave days detailing the type and reasons for leaves.

Faculty must update their leave card.

Principal will approve or reject the leave application based on the guidelines framed in this policy.

Principal will arrange an appropriate substitute for courses as suggested by the concerned faculty for his/her absence if and when required.

Faculty will make up for missed lectures or studios on their return.

Non-teaching will follow the same process by applying for leave with the principal.

## 15. Faculty Evaluation and Up gradation

### 15.1 Faculty Performance Appraisal

All faculty and staff members are evaluated every year on their performance. Once eligible for a change in grade or other salary hike or benefits, the categories below are considered. A performance measurement system is developed to support the objective assessment of the core functions of a faculty as a teacher, mentor, and researcher. Participation, monitoring, guiding Co-Curricular, Extension and Professional Development activities, etc., are considered and given due credit.

A well-planned form has been created to aid the assessment and for meticulous documentation. Each faculty does a self-assessment followed by the evaluation of the concerned superior. The criteria for evaluation take into account a large number of parameters with appropriate maximum marks. Marks for each criteria enables make the evaluation more objective and the assessed and the assessor are able to substantiate their judgment and arrive at agreement in case of a deviation.

#### 15.1.1 Evaluation Categories

All faculty performance is evaluated based on the five broad categories and its components listed below

##### **Teaching, Learning and Evaluation**

- Classroom teaching and innovation
- Use of ICT facilities for e-classrooms/lectures
- Student and Parent Feedback
- Principal Feedback
- Continuous evaluation and improvement
- Punctuality, absences and professionalism
- University/College examination results
- Examination work
- Establishment/Improvement of teaching labs

### **Administrative Activities**

- Contribution towards accreditation, affiliation and approvals
- Student Counselling
- Support to Principal for administrative tasks
- Memberships of college, university committees

### **Co-Curricular, Extension, Professional Development Activities**

- Support for student groups and student activities
- Support for campus/college festivals and events
- Organization of add on/certificate/online courses
- Constant up gradation of academic credentials, additional certifications
- Organization of expert/guest lectures

### **Research & Academic Contributions**

- Publications in reputed journals and conferences
- Establishment of research programs/centers/facilities
- Applying for and receiving grants from various external funding agencies
- Organizing colloquiums, seminars, workshops and conferences
- Participation in national/international competitions
- Being on the boards or advisory committees of universities/education institutes.

### **Industry Connections and Placement assistance**

- Establishing partnerships with industries and keeping up with industry trends
- Being on the boards or managing committees of various industries.
- Conducting consultancy projects for industries
- Introduction of industry specific courses and training for students, faculty and external industry participants
- Help students get internships/jobs in local industries/companies
- Mentor students for building skills that would be relevant for industry/higher Education
- Assist placement department wherever required

All faculty members are also expected to have contributions in all 5 categories listed above.

They are also expected to excel in at least 3 of the 5 categories.

## **15.2 Non-Teaching staff performance appraisal**

The function of the non-teaching staff is to provide administrative support for carrying out academics smoothly in PICA. There are three broad categorizations of staff depending on where one is located, college office, department or laboratory. The hierarchy is registrar, office superintendent, officers, accountant in that order of responsibilities. The call of duty varies with hierarchy.

The staff assist the teaching learning process in the classroom and laboratories and support co-curricular, extension and professional development related activities,

setting up experiments, maintenance and repairs, and ensures the cleanliness of classrooms, laboratories and administration area. Non-teaching staff performance is assessed in every academic year based on fourteen parameters. Assessment uses a questionnaire based on the above specified parameters and are evaluated on a five-point scale. The assessment is used for promotions and increments.

### 15.2.1 Evaluation Categories

- Attitude towards co-workers
- Attitude towards public
- Perceptive and sensitivity
- Staff/student relation
- Dependability
- Attendance/job performance
- Initiative
- Response to supervision
- Judgment/decision making
- Method of expression
- Potential
- Innovation and creativity
- Job knowledge
- Related accomplishments

## 15.3 Faculty Development Schemes

### 15.3.1 Up-gradation of Qualification

It is the policy of the Institute to permit its current faculty to pursue higher qualifications on a part time basis from renowned and accredited Universities. However, the following conditions must be complied with

Once approved a faculty member can avail one day a week to dedicate in the pursuit of that higher degree. The teaching load must be adjusted within the remaining days of the week

The faculty member must spend the allotted day conducting research in their research center.

The faculty must make themselves available for routine administrative tasks such as examinations, inspections etc.

No more than 3 faculty from each department can avail of one day leave at a time as this would affect the smooth functioning of the department

Faculty member should have received admission into a reputable college or university in Mumbai.

#### **Procedure**

Faculty member must make an application to the principal

The principal will review the application and check whether the policy guidelines are met.

The principal will make the final decision and communicate that to the concerned faculty member and registrar.

### 15.3.2 Faculty Training and Certification

Faculty are free to take any training or certification courses of their choice during their free time, online or after college hours. In case, the faculty wishes to take leave to attend or complete the training or certification course the following conditions must be met.

- The training or certification should be relevant to the department or subjects being taught
- No more than 3 days can be given in one semester or more than 5 days in one year.
- The lost days should not adversely affect the teaching load or syllabus completion of the faculty.
- The training or certification is conducted by a reputable organization or Industry association
- In addition, the faculty may apply for full or partial funding up to Rs 10000/- from the department budget for the training or certification provided the following additional conditions are met
- Department has not exhausted its budget for the academic year.

#### **Procedure**

Faculty member must make an application to the principal

The principal will review the application and check whether the policy guidelines are met.

The principal will make the final decision and communicate that to the concerned faculty member and registrar.

### 15.3.3 Faculty Research Scheme

From time-to-time faculty may want to work on different research-oriented projects or purchase equipment or develop software that can be beneficial to the institute or can be a new exploratory project. The faculty may propose purchase of new equipment or software or support from the MES Executive Committee for their projects. Following are the guidelines for this scheme. Amount can be sanctioned after discussion and approval from management

Faculty member should make a concrete proposal with details of proposed equipment needed. This should include associated costs of the equipment, how it will benefit the institute or contribute to the faculty member's research.

This scheme cannot be used to purchase equipment to upgrade laboratories due to change in syllabus etc. Faculty should use regular institute funds for such projects.

Once the purchase is made the faculty member will maintain records of the purchase of the equipment, any and all research, patents or other benefits of the project and submit it to the principal.

**Procedure**

Faculty member must make a proposal to the principal with a copy to Dean Research and Development.

The Principal and Dean R& D will review the application and check whether the policy guidelines are met.

If approved the principal will forward the application to the MES Executive Committee board.

The Management Board will consider and approve the proposal.

The principal will communicate that to the concerned faculty member, Dean R& D and registrar.

**15.3.4 Sponsorships for Conferences and Workshops (Travel and Registration)**

Faculty members are actively encouraged to participate in conferences and workshops to present and disseminate their research. In case funds are required for conference expenses such as travel or conference registration, faculty members may apply to the department for the funds. Principal may sanction partially or completely the faculty request provided the following conditions are met.

A total amount of up to Rs 50,000 can be sanctioned for each faculty member.

The faculty member can avail this facility once every 2 years.

Institute has not exhausted its budget for the academic year.

The conference is conducted by a reputable organization or Industry association or university.

In case leave is required then no more than 3 days can be given in one semester or more than 5 days in one year.

The lost days should not adversely affect the teaching load or syllabus completion of the faculty.

**Procedure**

Faculty member must make an application to the principal

The principal will review the application and check whether the policy guidelines are met.

The principal will make the final decision and communicate that to the concerned faculty member and registrar.

**15.3.5 Consultancy**

Pillai College of Architecture (PICA) has expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry and other organizations. As a policy PICA encourages its faculty members to take up consultancy projects under PiCA consultancy. Following are the guidelines for consultancy projects for the faculty members.

A consultancy project/task/work is one where faculty and research staff provide knowledge and intellectual inputs to industry or other organizations (within India and abroad), primarily for their purposes. The requirement may originate from the industry/other organizations, or faculty could approach industry/other organizations.

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.

A internal committee constituting the principal, Dean R& D and member of MES Executive Committee board will consider the MOU and the draft terms and conditions.

If the internal committee approves the draft MOU it will be sent to the MES legal department for review.

Once approved the MOU will signed and implemented. The faculty who proposes the MOU will be responsible for its follow up and smooth implementation.

### 15.3.7 Organizing Colloquiums/Conferences/Seminars/Workshops

For time to time, faculty members may want to organize colloquiums, conferences, seminars or workshops on special topics which are of research or industry relevance. Faculty member may invite experts from various fields for these events to the college campus. The guidelines for this scheme are as follows

There should be a clear focused area of interest for the seminar/workshop/conference/ colloquium

Ideally a committee of a few faculty members would organize the event.

Funding will be derived from the departmental budget and will depend upon the level of support required. The funds can be used for pay TA/DA/Honorarium to the invited speakers, food or refreshments, banners and printing

It can be done in collaboration with some professional society or organization or industry

#### **Procedure**

A single or group of faculty members can propose the event deciding the date, time and quantum of funds required for such an event.

An application can be sent to principal for approval.

Principal will review it along with the Dean R& D and Member of the Management board for approval.

Once approved the faculty may proceed to organize the event. Once completed an event report should be submitted to the principal.

### 15.3.8 Patents

Faculty during the course of their employment with the institute might generate a novel and patentable products. In such cases, MES owns 100% of all the rights to the invention and it is the faculty's duty to disclose the nature of the patentable invention to the principal. MES will pay for 100% of the charges associated with filing the patent provided the invention is useful, novel and non-obvious.

#### **Procedure**

Faculty will disclose potential patents to the principal in the prescribed format.

The IPR committee will review the patent and recommend to the MES Executive Committee board whether to file the patent.

If approved by the management board, the patent filing process can start

If the patent is approved and subsequently licensed MES will initially recover all of its expenses from the licensing fees.

For any fees over and above the expenses, MES will retain 50% of the fees and distribute the remaining 50% amongst the inventors.



In case the patent is rejected by the IPR committee or the management board the faculty can apply to MES to release any MES claims on the patent. After it is approved the faculty is free to file the patent by paying the patent filing charges on their own.

### 15.3.9 Intellectual Property

During the course of their employment, faculty members may generate intellectual property such as lecture notes, video lectures, pictures, software etc. MES will own 100% of the rights to any and all intellectual property generated and will be free to license this material to any and all third parties.

#### 15.3.10 Conducting Workshops for Students

Faculty members with specialized skills or knowledge may conduct independent workshops with students to improve their knowledge and employability. The faculty member may charge a nominal fee per participant to cover any expenses associated with conducting the workshop. These workshops should fulfill the guidelines below.

Should impart specialized training that would not normally be part of normal course-work.

Should be conducted outside of regular college hours.

Should utilize on campus classrooms and labs

Faculty members can take 50% of the student fees as honorarium for conducting the workshop

#### **Procedure**

Faculty member must make an application to the Principal

The Principal will review the application and check whether the policy guidelines are met.

The Principal will make the final decision and communicate that to the concerned faculty member and registrar.

#### 15.3.11 New Initiatives

Faculty/IQAC/CDC members may propose new initiatives to the Principal than fulfill the institutes mission and vision. These initiatives can enhance any of the following

- Teaching learning process (ex. New Labs, Meditation etc)
- Research and Consultancy (ex. Centers of Excellence in various fields)
- Environmental initiatives (ex. clean campus, nature clubs, recycling programs, energy savings)
- Cashless Campus
- Sport Facilities
- Cultural Activities

### Procedure

Faculty/IQAC/CDC proposes a new initiative to the Principal who gives go ahead for the faculty

A small pilot of limited in scope or time frame is conducted implementing the new initiative

The faculty in-charge conducts a cost-benefit and impact as well as SWOT analysis of the new initiative

Final proposal is made to Principal who puts it up to the MES GoB for approval

If the initiative is approved, it is implemented

## 16. Feedback Policy

Collecting and analysing feedback is crucial for enhancing various aspects of quality assurance. It plays a vital role in improving the quality of education by evaluating and revising the curriculum, teaching methods, infrastructure, and learning resources. Stakeholders such as students, teachers, employers, alumni, and professionals provide valuable feedback on the curriculum and syllabi, allowing the educational institution to identify and address challenges. This feedback mechanism provides an opportunity to revise and enhance quality measures, ensuring continuous excellence. Consequently, Health Science Universities should establish and adhere to Standard Operating Procedures (SOPs) based on periodic feedback from stakeholders.

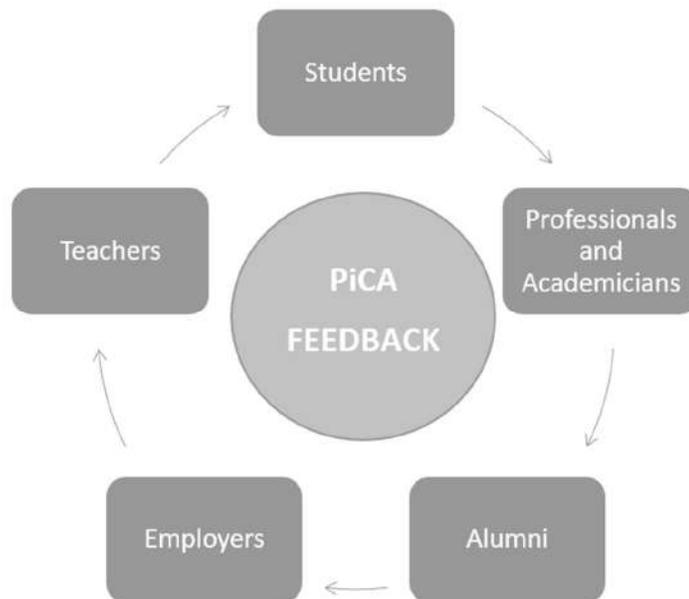


Figure 25: PiCA Feedback

**Overview of the Feedback Process:**

- In order to enhance quality measures and ensure ongoing excellence, Health Science Institutions should adhere to a standard operating procedure (SOP) that incorporates inputs from stakeholders.
- The process of revising and redesigning curricula is guided by recent developments and feedback received from stakeholders.
- Responsibilities: The Principal and Course coordinators shall be responsible for the implementation of this SOP [ Mechanism/processes]

**The institution shall ensure the collection of feedback and its analysis from the following stakeholders:**

1. Students
2. Professionals and Academicians
3. Alumni
4. Employers
5. Teachers

No	Stakeholders	Frequency	Sampling	Mode of collection
1	Students	Bi-annual	All Students	Online, Offline
2	Professionals and Academicians	Bi-annual	Random Sample (Examinations and Vivas)	Online
3	Alumni	Continuous	Random Sample	Online
4	Employers	Annual	All interns employers	Physical Format Signed
5	Teachers	Bi-annual	Bi-annual	Online and suggestions in IQAC meetings



**Figure 26: PiCA Feedback Analysis**

**Scope:**

To maintain clarity, a standardized feedback question template in google form is prepared for all stakeholders regarding curriculum, teaching-learning methods, infrastructure, and learning resources.

The feedback collection process is conducted online. Students, examiners (professionals and academicians) and teachers provide feedback twice a year, while a feedback is called for from all the employers of the interns in physical format duly stamped and signed by them. We keep reaching out to alumni and their feedback is collected as per their convenience.

**Process of collection of feedbacks**

1. The Principal announces the academic schedule for collecting feedback from students and teachers.
2. The question template for gathering feedback from stakeholders is provided in the annexure.
3. Feedback is submitted online through google form.
4. The submitted feedback is analysed in in-built google form analyser system.
5. Principal shares the feedback analysis of curricular aspects and teaching-learning methods to the teachers concerned and then discussed in IQAC meetings for further cognizance to be taken in the next year curricular planning.
6. Graphical and tabular representations are used to derive implications and conclusions from the feedback.
7. Principal shares the feedback wrt infrastructure and facilities with the management for further action.
8. The Head of the Institute prepares an action taken report based on the feedback received.

## 17 Resignation and Termination Policy

### 17.1 Resignation

#### **Resignation Policy**

Employee wishing to resign should inform and tender his/her resignation in writing to the Principal. He/she should state clearly the date from which He/she wish the resignation to become effective, bearing in mind the contractual notice period required. It is often helpful if employee who intends to resign gives the reasons for doing so.

Principal conducts the Exit Interview

Employee doubtful of the effective date of resignation, contractual notice period, contact the Registrar for advice. Employee gives a minimum of thirty days written notice, unless a shorter period of time is acceptable to the Head of the Department.

Employee leaving without a notice of thirty days do not receive their pay for one month or have to deposit one month or three months' salary. Employees interested in resigning cannot utilise any leaves except OD and CO.

Employee who resign during academics semester is released after academic sessions keeping in mind the interest of the students or they may be released only in exceptional cases.

Employees who resign may be retained by PICA at the prerogative of the management. Handing over before being relieved all employees should hand over charge to the appropriate person on consulting the Principal. Registrar is responsible for initiating the necessary action to ensure that all Institute property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Principal on or before the last day of work.

## 17.2 Termination

### Policy Statement

Situations sometimes arise when an employees' job performance does not meet the Institutes standards. Some examples include, but are not limited to, an employees' inability to perform his, or her job duties, his or her engaging in disruptive behavior, or his or her poor attendance, misconduct, or violation of Institute policies.

Because an employees' unsatisfactory performance can result in serious consequences, up to and including his or her employment being terminated, the immediate supervisor should address these situations promptly. Institute policy requires that the supervisor inform the employee involved of the nature of the problem and, except in cases of criminal or other serious misconduct, give the employee a reasonable opportunity to correct the situation.

The Institutes policy is that an employee should not be retained in the position if his or her unsatisfactory performance continues.

Procedure Administrators or Supervisors will typically consider the following steps when dealing with unsatisfactory job performance

Verbal  
Counseling  
Verbal  
Warning  
Written  
Warning  
Discharge

A principal may immediately suspend an employee or may place him or her on paid administrative leave during an evaluation or investigation after consulting with the CEO or COO. Removal of a full time worker will be done based on a written report by a competent in-dependent committee after giving the aggrieved employee an opportunity to be heard. The institute may terminate any employee with immediate effect without notice and without compensation if the employee has

- Engaged in any criminal behaviour
- Engaged in political activities in the institute or any MES other premises
- Committed academic malpractices such as plagiarism, examination fraud etc
- Stolen institute or MES property
- Falsely represented their academic or work qualifications
- Committed fraud on the institute

- Engaged in sexual harassment of other MES employees or students
- Being physically abusive to any other faculty, student or staff
- Unexcused absences for 10 or more days in one academic year
- Engaged in any activity that can disturb the sanctity of the educational environment

Documentation of written record of corrective action will be maintained in the employees' file.

### 17.3 Notice Period

**Temporary or Part Time Workers or Faculty** All temporary workers can be terminated with immediate effect for any reason.

**Contractual Workers or Faculty on Probation** All contractual workers can be terminated with immediate effect by payment of one months salary before the expiration of their contract.

**Full time/Permanent Workers or Faculty** All full time workers who performance is determined to be unsatisfactory or below average or have violated any policy of the institute or MES can be terminated with immediate effect upon payment of 1 or 3 months salary.

### 17.4 Retrenchment

In certain circumstances, it will be necessary to terminate the services of any full time employee due to unavoidable circumstances listed below

- Change in the norms of COA/DTE/University of Mumbai
- Closure of courses or reduction of student intake
- Less or no admissions in the course
- Reorganization of Institute programs and departments.
- Closure of Institute

In such cases it is MES policy to promptly notify the affected employees about the reason for the retrenchment, date of its effectiveness along with 3 months or more salary as compensation. These terminations are not subject to the institutes grievance and appeals procedure. If any new position arises in due course of time, the employee will be given a suitable opportunity to apply for the new position provided that their qualifications are suit-able for the new position. The policy is not applicable to temporary, contractual, employees on probation or part time employees.

## 18. Grievance and Appeals Procedure

Grievance Committee (See Section 6.6 is formed in order to keep the healthy working atmosphere among the staff, students & parents. This cell helps staff, students & parents to record their complaints and solve their problems related to academics, employment, resources and personal grievances. A Grievance is any complaint by an employee or students concerning any aspect of the employment or academics. Every employee/students shall represent his/her grievance for redressal only through proper channels. The Institute recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the Institute and its employees. In addition, grievances may be filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status.

Employees who are adversely affected by re-organization, program modification or financial exigency, as approved or determined by the Principal or his designee, shall not be governed by the procedures described in Grievance and Appeals Procedures under the sections of this Manual.

Procedure of Working Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled in the department or unit, a few require special attention. The procedure so outlined apply to all employees of the Institute after the completion of two years of employment.

First Level – The employee attempts to remedy the problem through consultation with his / her immediate superior. If, however, the problem pertains with the immediate superior he / she may proceed directly to the second level.

Second Level – The second level includes the Head of the Department. If, however, the problem pertains with the Principal he / she may proceeds directly to the third level.

Third Level – If the grievance cannot be resolved satisfactorily at the earlier stages, the employee presents his / her grievance to the Grievance Committee who forwards its recommendation to the principal.

Fourth Level-If the grievance cannot be resolved at the third level, the employee presents his/ her grievance to the CEO or Dy CEO.

Facility Suggestion cum complaint boxes have been installed at different places in the college campus in which the students, staff can put in writing their grievances and their suggestions for improving the academics and administration in the college. Written complaints are encouraged, however one may choose to remain anonymous. There is also a Grievance portal online when students can submit their grievances as well.

The person concerned can personally approach and write / e-mail any member of the cell. They can send email on or write an application and submit it to cell convener. Recommendation of the members of the grievance committee is forwarded to the

Principal for final decision. If the matter is not resolved to the satisfaction of the employee, he / she may file an application for review, in writing, to the CEO. through the Registrar within twenty days following the written decision of the Principal. This appeal states the decision regarding complaint of and the redress desired. The decision of the CEO/Dy CEO on the appeal shall be final and binding on the employee.

Co-operation in internal investigation All employees of the Institute cooperate to the fullest possible manner in any internal investigation conducted by his / her employment unit when directed to do so by his / her immediate superior or such other persons who have been given investigative authority by the Principal. Failure to cooperate fully is often grounds for adverse action, including possible termination of employment.

## 19. Institutional Budgets

The institutes budget is the primary instrument of fiscal control and, accordingly, contains all projected revenues and expenditures of the administrative and academic programs. In general, salaries to teaching, non-teaching and administrative staff are fixed as per their qualifications and experience and are notified separately by the management. Also examinations are conducted as per the examination policy of the university and exam fees are charged separately from the students. Each institute has powers and budgetary authority over specified areas which are highlighted below.

### 19.1 Institute Budget

This is prepared by the principal and the registrar and includes the following

- Affiliation fees to University, COA
- Administrative Expenses
- Institutional membership Fees for various professional societies
- Printing and stationary for office administration
- Institute level conferences, workshops etc
- Infrastructure maintenance
- Purchase of furniture, fixtures
- Maintenance of classrooms, seminar halls and other physical resources etc
- Painting or finishing
- Upgradation and maintenance of laboratories. This can be used for calibration of equipment, purchase of consumables, purchase of new equipment etc
- Organizing seminars, workshops, colloquiums, skill development programs for faculty and students.
- Sponsoring faculty for off campus conferences and workshops
- Printing and stationery

Purchases of ICT equipment such as computers, printers, networking equipment. The bulk purchasing saves the institutes cost of purchasing the equipment. It is therefore desirable that requirements from all departments for computers be consolidated and all equipment purchased together.



## 19.2 Library Budget

The library budget is prepared by the head librarian. It should include

- Purchase of physical books, journals, periodicals and magazines for the library
- Development and maintenance of library software
- Purchase of e-journals and e-resources

## 19.3 Procedure

Faculty members will provide various purchasing requirements to the Principal/Librarian/IT Head by May of the previous academic year.

Once the budgets are assembled the principal will forward the budget to the finance committee for approval.

The finance committee will approve the budget and send it to the college governing body for approval.

The Governing body will grant final approval to the budget for the academic year

## 19.4 Non-Budget Expenses

In certain circumstances, it might be required that non-budgeted or non-planned expenses need to be accounted for.

In such cases, the principal and a management representative can approve and emergency expenditure of upto Rs 5,00,000/-

After the amount is sanctioned and spent, a report about the expenditure should be placed in the Management board for ratification.

## 19.5 Student Activities Fund

The institute has allotted Rs 100000 per academic year for students' projects and activities. This fund can be distributed by a committee constituted by the principal consisting of the principal, Dean R& D and HODs of the various departments. Student groups or individual students working under faculty can apply for funds through this scheme. The scheme is meant to support student groups or individual students participating in

Off-campus competitions: The limit for a single student is Rs 10000 and for a group of students is Rs 150000.

Prize money for various college level competitions

Seed money for initiating new student projects which have good potential for commercialization or for undergraduate research

### **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 borne through the college accounts department.

## **20 Research and PhD Centers within PICA**

PICA has already established a PhD center and seeks to establish a 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.

A 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 for 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

requirement may be relaxed if the sanctioning agency prohibits it or has its own norms for administrative charge.

Any faculty that wishes to carry out research and/ or consultancy projects without the use of MES facilities or infrastructure but requires the use of the institutes name and/or affiliation, a minimum overhead of 10% will be liable to be paid to the institute.

Overhead charges include but are not limited to electricity, water, internet, library access, furniture, fixtures and the use of any copyrighted names and materials.

MES shall own 100% of any intellectual property rights such as patents, inventions, trademarks and copyrighted material generated by its employees during the time of their employment with the institute.

All employees are required to sign the Employee intellectual property agreement at the time of their appointment.

All sponsored projects are required to be authorized by the Institute principal.

#### **20.2.6 Procedure for accepting research projects**

All the faculty members who intend to apply for R& D projects and grants, and all those who have obtained approval for their projects from various apex bodies, industries and universities shall follow the work procedure given herewith.

Every research proposal shall pass through a multi-tier review, where the proposal shall first be reviewed by the Principal Investigator/ Co- Investigator and then by the concerned Head of the Department / experts in the department. This may be followed by review by eminent researchers in the field. The proposal shall then be vetted by the R& D committee before submission to the funding agency.

All applications related with R& D shall be routed through the Dean - R& D along with one hard copy for R& D records. A soft copy shall also be emailed to the Dean - R& D, department representative in R& D cell and also to the Head of the Department. Separate dead stock registers shall be maintained for the entire R& D for the externally funded projects in every department if required by the funding agency.

Purchase of instruments, software, etc. and the audit report made for the same shall follow the Finance Officer guidelines. Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/ department.

The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.

In case the Principal Investigator leaves the institute all the items, instruments, soft-ware etc. purchased shall remain as an asset of the institute.

All Head of the Department must regularly and diligently update the R& D information on the institute website for department and give reports to Dean- R& D.

### 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.

- A Doctoral student should ultimately be able to work on the topic all by himself/herself, with occasional course correction/ advice from the supervisor/ advisor.
- The student should gain knowledge in such a way that he/she has sufficient exposure in a broad area of his work, with in-depth knowledge about his/her research topic. This exposure to a broad area, will enable the student to leverage ideas from various subjects he/she has knowledge about and then make use of those ideas in his/her research work. So, a Ph.D. programme should have scope for students to acquire knowledge of subjects apart from their research topic.
- At the end of the Ph.D. programme, a student should be an independent researcher, he/she should be able to stand alone and work in some area of choice. He/she should be a creative thinker and should be able to analyse and assess research work. The Ph.D. programme should have instilled enough confidence in the student so that he/she has the courage to venture out to some new frontiers of knowledge.
- At the end of the Ph.D. programme, the student should be able to look around and be able to think about the change that he/she can bring about in any area he/ she feels passionate about. A Ph.D. holder should be able to act as an agent of change and growth for the betterment of the society.
- The student should have inculcated the ability to teach a particular subject. Studies leading to the degree of Doctor of Philosophy should also include the process to generate an insight into one (or more) subject(s), so that it (they) can be taught by the student to others.
- He/she should have developed a research network of his/her own. The network will get the student exposed to various research activities and help him/her start his/her own research.
- A Ph.D. programme should enable the student to articulate his/her idea and should prepare the student in such a way, that he/she has clarity (vision) about the future research and/or developmental work that he/she will undertake

### PhD Program Outcomes

Overall, a successful PhD candidate will independently be able to

- conceive/identify a critical and significant scientific / technological problem
- demonstrate a solution based on sound scientific principle able to withstand peer-review
- critically evaluate its impact compared to state-of-the-art and its implications on technology and society
- communicate it to the academic community in peer-reviewed publications and technical presentations independently and finally
- demonstrate leadership among peers in the area of research.

### PhD Program Goals

- Overall a successful PhD candidate will independently be able to
- Our graduates will possess excellent communication skills to present and communicate knowledge and research methodologies to various parties.
- Our graduates will be able to master research tools and methodologies to conduct original research independently.
- Our graduates will be knowledgeable of leading-edge theories and practices in science, and technology disciplines and able to produce high quality research outputs contributing to the science and technology.
- Our graduates will be able to critically review research work.

## 20.4 PhD Thesis

The thesis as defined in Wikipedia as “a document submitted in support of candidature for an academic degree or professional qualification presenting the author’s research and findings. An effective thesis should generally answer the "how", "what", and "so what." It should be a statement that represents an argument, yet is refutable by the reader. Most world universities use a multiple chapter format:

- An introduction, which introduces the research topic, the methodology, as well as its scope and significance;
- A literature review, reviewing relevant literature and showing how this has informed the research issue;
- A methodology chapter, explaining how the research has been designed and why the research methods/population/data collection and analysis being used have been chosen;



- A findings chapter, outlining the findings of the research itself;
- An analysis and discussion chapter, analyzing the findings and discussing them in the context of the literature review (this chapter is often divided into two—analysis and discussion);
- A conclusion.

#### 20.4.1 Thesis Stages

In the development of the thesis, the actual writing of the thesis is preceded by various developmental stages that are described in the PhD process below.

##### **Stage 1: Preparation to begin Thesis (6 months to 1 year)**

- Completion of minimum course work
- Registering Thesis Topic with University of Mumbai

##### **Stage 2 Thesis Development (2-3 years)**

- Gradually defining a thesis. Four skills need to be essentially developed during a PhD process
- Analysis Capability: This is the ability to formulate theoretical estimations based on applications of principles learnt in courses etc to research problems
- Lab work/ Tools Capability: This is the ability and skills to learn tools (hardware/ software) and methodology to conduct research.
- Context Development: This is related to critical literature review of specific and broad topics to identify gaps in state-of-the-art, the viability of potential solution and the impact of such a solution vis a vis the state-of-the-art baseline
- Technical Communication: This is related to the effective presentation (both written and oral) of a well-structured argument - respectful to adversaries and precise, which would convince or clarify the i) nature of the problem, ii) the hypothesis, iii) the proof and its critical evaluation including the assumptions and their validity iv) the extent of completion of the proof vis a vis the burden of proof necessary iv) gaps or inconsistencies if any both internal (within the experiment) or external (observations of others) to the arguments and v) broader implication of the result.
- This will enable gradual problem definition by critical literature review, evaluation of its significance & challenges, identification of unique approach (based on skills developed in analysis and lab-work) with significant improvement over the state of the art and effective communication of results for peer review.
- APS: Annual Progress Seminar- Updates on progress in identification of technical challenge
- capability development to demonstrate an original solution which is a significant improvement over the state-of-the-art
- publications list if any may be presented but not necessary

Three skills are essentially to be developed during a PhD process

- Analysis Capability
- Lab work/ Tools Capability
- Context Development

A self-assessment of annual progress in terms of achievements and gaps and future plan with timeline for each of the above sections is very helpful for self-evaluation of progress.

- Pre-Synopsys Exam: Test for completion of research
- Demonstrate that research is communicated and accepted/published
- Significant contribution has been made in the field commensurate to warrant the beginnings of thesis completion
- Ability to identify a graduation date within the next 6 months

### **Stage 3: Thesis Defense (1 year)**

- Complete thesis and submit
- Defend thesis to demonstrate

## **20.5 Role of Thesis Advisor**

The thesis advisor provides an apprenticeship based training much akin to guru-shishya tradition which is the basis of a PhD process all over the world. The thesis advisor closely collaborates, enables access to facilities, and advises the student towards his/her goals (both for the PhD and career after the PhD). The thesis advisor is also the primary evaluator of the PhD process. The thesis advisor will know the specific details of the student's challenges, efforts put in and progress made on a day-to-day basis.

### **20.5.1 Research Progress Committee**

The RPC consists of a committee of experts not involved in day-to-day advising of the student. This committee provides a more impersonal and broader evaluation of the student's development (i.e. a bit more agnostic to the challenges of the specific student) to ensure that the overall standards are considered objectively in the evaluation. Peers also provide a significant learning environment through collaboration and discussions as well as commiseration, encouragement, and empathy through a variety of shared experiences. A broad conclusion is that every PhD is different just like every individual and every thesis focus. However self-evaluation and self-reflection of the student is a key ingredient that is most effective to assimilate the various input and advices and self-actuate the student towards various activities and learnings towards the developmental goals of the PhD process.

## 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 intellectual 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

- Liaises with the senior exams invigilator in organizing the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams both internal and external
- Liaises with the Head of Department in producing exam timetables for all internal exams
- Prepares and presents reports to the principal showing results achieved
- Submits candidates internal marks of FE and BE required by University of Mumbai correctly and on schedule
- Arranges for dissemination of exam results and certificates to candidates and maintains systems and processes to support the timely entry of candidates for their exams
- Ensuring that the candidates are aware of the University of Mumbai regulations for conduct in examinations
- Organize the examination invigilation chart
- Maintain contacts with external invigilators, making sure that all checks are in place
- Forward revaluation and photocopy of answer sheets applications of students to university
- Organize the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exam

#### **Principal/Chief Conductor**

- With the Controller of Examinations, ensure that the candidates are aware of the JCQ regulations for conduct in examinations and coursework
- Following up on suspected malpractice

#### **Heads of Departments**

- Accurate completion and submission of internal mark sheets
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the examination in-charge

#### **Unfair Means Committee** Please see Section 6.13

- To investigate unfair means resorted to by the students at the examination held
- Check whether candidate has filled all relevant forms to send it to University of Mumbai
- Referring the Guidelines as per Ordinance No. O.5050

#### **Senior/Block/Junior Supervisors**

- Collection of exam papers and other material from the examination conduction room before the start of the exam
- Collection of all exam papers in the correct order at the end of the exam and their return to the examination conduction room
- Checking off collected scripts with the attendance and junior supervisor report

**Administrative Staff**

- Support for the dispatch of scripts
- Posting of exam results and certificates

**Examination Committee**

The Examination Committee is formed with an objective of conducting examinations in a fair and systematic method. The committee will be responsible for preparation, administration, and evaluation of the examinations conducted in the college. The committee needs to follow the norms laid down by all India Council for Technical Education and University of Mumbai.

**21.2 Exam sessions and Timetables****Exam session**

- Internal exams are scheduled in November and April on consultation with the principal.
- External exams are scheduled as per University Schedule.
- All internal exams are held under external exam conditions.

**Timetables**

- The examination timetables for both external and internal exams are displayed on University of Mumbai websites and Notice Board once these are confirmed.

**21.3 Examination, Revaluation & Photocopy Forms****Examination (Regular and ATKT)**

Students are informed to submit their examination form online at student portal for examinations conducted by college on behalf of university and at mu.ac.in (Sem VI and Sem X).

The centre does not accept forms by any external students.

**Revaluation & Photocopy Forms**

Students are informed to submit their revaluation and photocopy forms (if any) online at student portal for exams conducted by college and to university in case of Sem VI and Sem IX exams.

The centre does not accept forms by any external students.

These services are charged as per the stipulations of the University of Mumbai.

## 21.4 Special Needs Students

The policy and procedures for any special needs students will be governed by The Special Education Needs and Disability Act 2014 and Equality Act 2010 and the policies frames by the University of Mumbai. All exam cell staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **Special Needs**

A students Special Needs requirements are determined by the Head of Department. The HOD will inform examination in-charge of candidates with special educational needs who are admitted leading to an exam. The student can then inform examination cell of any special arrangements that individual student may be granted during the examination.

### **Special arrangements**

Making special arrangements for candidates to take exams is the responsibility of the Examination In-Charge.

Submitting completed access arrangement applications to the understudy supervisor is the responsibility of the Examination In-Charge.

Special Room for access arrangement candidates will be arranged by the Examination In-Charge.

Invigilation and support for access arrangement candidates will be organised by the Examination In-Charge.

### **Managing supervisors**

As far as possible, faculty will be used for all exam supervision.

The recruitment of block supervisor is the responsibility of the Examination In-Charge.

Supervisors are scheduled and briefed by the Examination In-Charge.

### **During Examination**

The Examination In-Charge will book all blocks after liaison with other users and make the question papers, other exam stationery and materials available to the supervisors.

The Examination In-Charge is responsible for setting up the allocated rooms.

The Examination In-Charge will start all exams in accordance with University of Mum-bai guidelines.

Subject staffs are not permitted to be present at the start of the exam. Senior members of staff may be present at the start of an exam to assist with identification of stationary items required by students during the examination.

In practical exams subject teachers may be present in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department/faculty twenty-four hours after the exam has been completed.

### 21.5 Grievances Regarding Marks

All grievances regarding exams should be routed through the Grievance Committee (See Section 4.6) The main points are

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- Candidates may appeal if they find about counting mistake or non-assessment of answers as per the guidelines by University of Mumbai.
- Appeals should be made in writing by 2 weeks after the display of results to the Examination In-Charge.
- The Controller of Examinations findings will be notified in writing and will take necessary actions accordingly.

### 21.6 Results, Revaluation and Photocopy

#### Results

Candidates will receive individual results on their student Portal after its declaration.

Candidates may apply for revaluation of an answer script if there are reasonable grounds for believing there has been an error in marking.

The procedure and form for applying revaluation (conducted by college) are available in exam cell or the student can apply online (conducted by university).

#### Photocopy of Answer Scripts

After the release of results, students may apply for the photocopy of papers within ten days in order to assess whether to ask for a grievance or not.

Answer scripts are mailed to student on their e-mail ID.

#### Mark Sheets

Marks sheets of students (conducted by college) are made available after declaration of revaluation results.

Students can collect the marks sheets from the exam cell showing their admit card for reference.



## 22. Information, Communication and Technology (ICT)

This section sets forth some important rules relating to the use of PICA computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and PICA telephone, voice mail and electronic mail systems.

PICA has provided these systems to support its mission. Although limited personal use of PICA systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, PICA ethical responsibilities or with applicable laws and regulations.

Each user is personally responsible to ensure that these guidelines are followed. All data in PICA computer and communication systems (including documents, other electronic files, email and recorded voice mail messages) are the property of PICA. PICA may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in PICA systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to PICA. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

PICA systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, PICA systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-PICA related purposes.

Security procedures in the form of unique user sign on identification and passwords have been provided to control access to PICA host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information.

The following activities, which present security risks, should be avoided.

- Attempts should not be made to bypass, or render ineffective, security facilities provided by PICA.
- Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support staff or the principal.
- Additions to or modifications of the standard software configuration provided on PICA PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to computer support staff or the principal.

- Individual users should never load any unauthorized or pirated software (including outside email services) to PICA computers. This practice risks the introduction of a computer virus into the system and could lead to additional financial and penal penalties on PICA. Requests for loading such software should be directed to computer support staff.
- Programs should never be downloaded from bulletin board systems or copied from other computers outside PICA onto PICA computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the PICA may be performed not to present a security risk.
- Users should not attempt to boot PCs from pen-drive or portable devices. This practice also risks the introduction of a computer virus.
- PICA computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.
- Computer games should not be loaded on PICA PCs.
- Unlicensed software should not be loaded or executed on PICA PCs.
- PICA software (whether developed internally or licensed) should not be copied onto portable storage devices or other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the PICA should not be removed from the PICA offices.
- Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

## 22.1 Best Practices

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following

- Turn off your personal computer when you are leaving your work area or office for an extended period of time.
- Exercise judgment in assigning an appropriate level of security to documents stored on the PICA networks, based on a realistic appraisal of the need for confidentiality or privacy.
- Remove previously written information from Pen drives / any portable storage devices before copying documents on such devices for delivery outside PICA.
- Back up any information stored locally on your personal computer (other than network-based software and documents) on a frequent and regular basis.

## 22.2 Internet Acceptable Use

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. PICA has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of PICA, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

No individual should have any expectation of privacy in terms of his or her usage of the Internet while in any PICA affiliated institutions. In addition, PICA may restrict access to certain sites that it deems are not necessary for educational purposes.

PICA connection to the Internet may not be used for any of the following activities

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or the principal.
- Without prior approval of the principal, software should not be downloaded from the Internet as the download could introduce a computer virus onto PICA computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of PICA.
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- Employees should not download personal e-mail or Instant Messaging software to PICA computers.
- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job related purposes.
- The Internet should not be used to endorse political candidates or campaigns
- The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your HOD.

### 22.3 Use of PICA Email and Apps

Every faculty, student and staff is given an official account PICA apps account sponsored by google for free.

It is mandatory that all PICA and institute official emails between faculty, students and staff be conducted over official PICA email accounts.

All external and internal communications, document sharing, course websites etc. should also be done through PICA email accounts.

## 23. Library Policy

The library plays a very critical role in supporting academic programmes of PICA. It provides access to information resources like books, journals, newspapers, and other resources such as e-books, e-journals, Videos, CDs and DVDs which furthers the knowledge and thought process of the users. For the composition, duties and responsibilities of the library committee please see Section 4.12.

### 23.1 Procurement of Learning Resources

Procurement of learning resources constitutes one of the important responsibilities of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. It has been customary for the faculty and students to take part in book selection in the PICA Library.

The Library staff usually recommends general reference books and those materials not covered by departmental subject categories like books for Competitive Exams etc. Publishers and Vendors are increasingly providing electronic lists of titles available for purchase, printed catalogues and other printed announcements. These are being forwarded to the Departments from time to time.

The Faculty and students can recommend books and other publications for purchase to the Library. It is desired that the list of books requisitioned by the Faculty for purchase for library be always routed through the Principal. The requisitions of students can be got approved by the concerned faculty and Principal. It will be desirable that books relating to semester courses may be sent in with one clear semester notice.

The Library would then check for duplication and place the list of recommended books before the Library Advisory Committee (LAC) for its review. Some very urgent requirements of books forwarded by the Principal may be purchased with the approval of Chairperson of the Library Advisory Committee or by circulation to LAC members.

Once approved by the LAC for purchase, library staff re-checks the library OPAC to eliminate any duplicate orders etc.

The Library then prepares the final list of books and obtains financial sanction for their acquisition from the Principal as per the financial powers delegated to each authority.

On the recommendations of the faculty the Library may purchase multiple copies of only those books which are found to be in great demand.

The library will change the earlier practice of ordering books through a select list of approved vendors. The Library may now place orders with any well recognized Vendors only. The discount insisted upon would be a minimum of 20% on the printed/publishers price.

### **23.2 Subscription to Print/e-Journals and Online Databases**

The Department wise lists of Print/e-Journals are compiled and forwarded to the respective HOD before placing them in the Library Advisory Committee meeting.

Recommendations are received from the various Departments to subscribe/renew the Print/e-Journals.

After obtaining necessary approval and sanction from the Library Advisory Committee, the Print/e-Journals are subscribed/renewed through the subscription agents keeping in view their past service records. Some Print/e-Journals are also ordered directly from the publishers.

In case e-resources are not available through any consortium, publishers of e-resources are directly contacted for raising the invoice.

The Journals are no discount items and under Govt. of India General Financial Rules, no tender needs to be invited for Print/e-Journals subscription.

The bills are received from the vendors along with the price proof and the proof of exchange rate as which prevails on the date of remittance to the publisher.

The payment for Print/e-Journals subscription is made as per the bank exchange rates prevailing on the date of billing.

The supplementary bills are accepted in case there is rise in price of the Print/e-Journals and exchange rate.

Each Print/e-Journal is considered as a separate item in itself. The payment for each Print/e-Journals is treated as Advance Payment.

### **23.3 Bill Processing**

Once the books are received in the library along with the bills, the price of each book and discount rates, bank rates are verified against the purchasing ordered. Entry for each book is made in the Accession Register which has all the relevant details of a book like its price, publisher, vendor, year of publication etc. Then the bills are processed for payment with the accession nos. entered against each item.

### 23.4 Donation/Gifts/Complimentary Books

Constraints of space necessitate the library to stop accepting books from any individuals. Books Donation/Gifts/Complimentary from Vendors/Publishers and other individuals may be accepted depending on their utility and physical condition.

### 23.5 Weeding Out Policy of PICA Library

Step 1: Library team prepares a list of old and obsolete titles not used since last 10 Years and organize subject wise.

Step 2: The list circulates to concerned departments.

Step 3: After review by concerned departments the list gets approved by LAC.

Step 4: The approved books are withdrawn from the live collection and placed them into separate place/for pick up by users free of cost for their Academic use.

Step 5: For the remaining titles, Library takes the Financial Approval before disposal as junk paper to scrap/junk dealer (Kabadiwala).

### 23.6 Accessioning

- After verification with the orders and invoices, books are entered in the Accession Register and KOHA Library Management Software
- Accession Numbers are mentioned in the invoice. After approval of the higher authorities and Management invoices are forwarded to Accounts Department for payment
- Invoice details like Invoice No., Date, and Amount, etc., are mentioned in the Invoice register and a copy of the invoice is kept in library invoice file

### 23.7 Cataloguing

- Bibliographic details of each book is entered into Cataloguing Module database according to MARC 21 Standards
- Keywords are assigned to each book.
- Regular editing of various access points in the database like Author, Title, Class No., etc.
- Books are stamped with Library Stamp for identification as library property.
- Kept on new arrivals stand for few days for user awareness
- Made available to users by appropriately shelving them

### 23.8 Membership of the Library

- To become members of the library both students and faculty have to fill the library membership forms.

- Institute Identity Card is compulsory to enter the library
- All MES faculty and students can be members of the library

### 23.9 Circulation section

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for users to the library. Efficient functioning of Circulation Desk leaves a lasting impression on the user and hence it is very important section of the library.

#### The major activities of the circulation counter

- Users shall sign in the Library usage register while entering the library and Library Book Issue register as and when they issue the books
- Registration of new Members
- Issue, return and renewal of Learning Resources
- Attending the users query
- Taking fine for the delayed return of books. There is a fine of Rupees Five per day per book.
- Maintenance of Syllabus, Question Paper files and updating it
- Correspondence & No Due issuing
- Library Orientations / Information Literacy
- Assisting the users for accessing OPAC
- Providing reference and referral service

### 23.10 Issue, Return and Renewal Procedure

- For Students 3 books are issued for the period of 7 days
- For Faculty 8 books are issued for the period of 1 semester
- For Non-Teaching staffs 2 books are issued for 1 month
- Users can renew books if the same copies are available

#### Withdrawal of Admission

- Students withdrawing admission from the college are required to take No Dues from the library
- Loss or Mutilation of documents by users
- Library materials are to be handled with care. If the book is lost or mutilated, then it has to be replaced with the same or the latest edition

#### Stock Verification

- Annual Stock verification will be carried out every year as soon as the exams get over. Stock verification report is prepared and sent to the principal for approval

## 24. Miscellaneous Policies

### 24.1 Purchase Policy and Procedure

The staff members have to follow the defined purchase procedure as below:

- Requisition for the required item/consumables/material should be raised by the staff/lab incharge and submitted to the Head of Department for scrutiny and approval from the Principal.
- Head of Department will scrutinize the requirement and certify, taking into consideration the allocated budget of the department as approved by the Governing Committee.
- The approved requisition will be sent to through Head of the Department and Principal for calling quotations from various vendors.
- The indenter will select best three quotations with the help of stores Department and will prepare comparison statement and forward the same to the Head of the Department and Principal. The purchase order will then be prepared. The purchase order, requisition 3 quotations, comparison statement, budget sanction document will be forwarded to the principal for signature. The same bunch will be sent for approval of CEO or COO. After the approval only the Purchase order will be sent to the supplier.
- Once the material is received, the same will be forwarded to the concerned department for installation and testing. The department will check the material, certify and the concerned Head/Authority will sign on the Installation/Testing Report supplied by the Supplier, then the same will be entered in the Dead Stock Register.

In case of urgent requirement of consumables/ small items, the same may be procured verbally in consultation with Principal and Stores and then follow all the above procedures.

While passing Invoice, following documents in original are compulsory

- Purchase Order
- Invoice
- Delivery Challan
- GST Certificate of Vendor
- Comparative Report
- Quotation

### 24.2 Mentoring Policy

Academic and career guidance is an important component in the development of any educational institution. As such it is important for each institute to develop its own mentoring program where every student is assigned a mentor who will provide academic and career guidance. The purpose of this program is as follows

- The opportunity to meet with someone who can help you get answers to questions students may have about corporate career or higher education
- Tailored career planning plus help and insight into specific industries



- Give advice on how to increase employability skills and where to go for help with developing students career
- Increased confidence and other key employability skills learned from experienced people The Mentoring Programme is open to undergraduate, postgraduate and recently graduated students.

Faculty mentors will be assigned no more than 30 students to mentor each academic year. Preferably the students will be assigned to a mentor will remain with them throughout their time at the institute. Every semester a faculty mentor will meet at least twice with each mentee.

- Career Guidance
- Faculty mentors will help students to select a career based on their own skills and abilities.
- Faculty mentors will recommend various add on courses that will increase the employ-ability skills of students
- Faculty mentors will help students get internships in various industries
- Faculty mentors will keep students informed of various competitive exams, competitions, institutional and government schemes that they can prepare for or participate in.
- Faculty mentors will help students plan for higher educational opportunities in various universities both in India and abroad.
- Faculty mentors will also coordinate with alumni and industry mentors to give career guidance to their mentees.
- Encourage students to participate in extracurricular and co-curricular activities to enhance their employability.

### 24.3 Remedial/Extra Classes for Slow Learners

Faculty at PICA have to identify and support students with varying learning capability. The subject-in-charge and class counsellors, during the teaching learning process, have to identify the slow learners and advanced learners by observing the performance of students in different activities as well the results of various assessment processes during the semester. The Class Counsellor/mentor has to have periodic interaction with the class students/allotted mentees and understand/record their progress and difficulties, if any. The faculty members, and mentors have to have periodic interaction with the parents of all learners about the performance of their ward in the parent-teacher meeting. Such parent teacher meeting has to be organized by respective department at least once in a semester. The date and time of the meeting has to be conveyed to all the parents well in advance. It helps to find out the reasons for the student not doing well in studies or their continued absenteeism.

#### **At the first-year level,**

It is advised to have an additional contact hour for critical/new/Architecture subjects in the regular time table.

Identify the students of different academic categories based on their performance in the first internal assessment test.

The weaker students thus identified have to be given more attention and taught to do well enough to perform at least to a level of passing in the university examinations.

Ensure more practice by the slow learners even during the practical sessions.

As far as possible senior teachers have to be allotted to such batches to ensure good performance.

- Identified group of brighter students have to be handled in such a way that they are able to score exceptionally well in the university examinations.
- Study camp sessions, in an organized way, have to be planned at least 2 times in a semester to familiarize/acquaint the new students with this professional study and assessment process.
- Remedial classes have to be organized for the students who are not good performers in their respective year of study. Additional support has to be offered through
- Examination oriented coaching and well formulated question banks and notes prepared by faculty.
- Special counseling and extra classes for those students who have failed in any subject.
- Additional tutorial hours
- Efforts to be taken for Advanced Learners
- Advanced learners are given special projects to work on
- Additional question papers solving sessions in order to improve their performance even further
- High academic record students have to be encouraged to achieve higher ranks in university,
- They have to be motivated/encouraged to take examinations like GATE, GRE, TOEFL, IELTS, UPSC/MPSC etc. during their final year.
- Students having orientation towards research have to be motivated to present their work at conferences and competitions

#### 24.4 Policy on Study Tours/ Site Visits/ Case Studies

PICA actively encourages its students to participate in study tours or site visits to bonafide companies or industries or places of construction or any structures related to case studies in a particular topic. Students are meant to learn about the different aspects of these industries such as its technical functions, construction details, planning and execution of topic specific structures. It is preferred that subject or class in-charges / any concerned subject faculty members organize and conduct such visits and accompany students, however in certain circumstances external vendors may be commissioned to organize the industrial visit.

- For every 20 students there must be at least 1 faculty member accompanying them.
- All such visits/picnics/tours must be only conducted by authorized travel vendors approved by the principal in advance.
- A plan for study tours that are to be conducted during the year should be given in the beginning of the academic year. If it is not possible a minimum of 3 month-notice is required before initiating any study tours.
- Under no circumstances shall any payments be given in cash to any vendors. TDS and appropriate taxes must be charged and deducted for all IVs conducted through the college.
- All vendors must provide appropriate insurance coverage for the trip in case of cancellation/delay etc and must indemnify the colleges and MES from all liability.
- Feedback about all trips must be collected at the end of the trip and provided to the principal.

#### 24.5 Non-Disclosure of Confidential Information

Any information that an employee learns about MES, its affiliate institutes or its members or donors, as a result of working for MES that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by MES or to other persons employed by MES who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of MES. The disclosure, distribution, electronic transmission or copying of PICA confidential information is prohibited. Such information includes, but is not limited to the following examples

Compensation data.

Program and financial information, including information related to donors, and pending projects and proposals.

Student Information (Marks, Grades, Contact details, PAN No, Adhaar No etc.)

Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential MES information will be subject to disciplinary action (including possible termination), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard or recorded.

## 24.6 Academic Honesty Policy

PICA seeks to maintain the highest standards of academic integrity amongst its faculty and students and hence expressly prohibits the following. Violations of the academic honesty policy can result in strict disciplinary action and/or expulsion from the Institute.

Cheating the improper taking or tendering of any information or material which shall be used to determine academic credit. Examples include but are not limited to the following

- Copying from another student's test or homework paper.
- Allowing another student to copy from a test or homework assignment.
- Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including those stored in a calculator.
- Having another individual write or plan a paper, including those bought from research paper services.
- Submitting the same paper/project in more than one class.

### **Plagiarism –**

- The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.
- Submitting a paper purchased from a term paper service as one's own work.
- Failing to accurately document information or wording obtained on the World Wide Web.
- Submitting anyone else's paper as one's own work.

### **Bribery –**

The offering, giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage for yourself or another.

Misrepresentation - Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

Conspiracy and Collusion - The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.

Fabrication - The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic professional advantage; also the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects or internships.

### Examples include

- Citing information not taken from the source indicated.
- Listing sources in a Works Cited or reference not used in the academic exercise.
- Inventing data or source information for research or other academic exercise.
- Submitting any academic exercise as one's own (e.g. written or oral work, sculpture, computer program, etc.) prepared totally or in part by another, including on-line sources.
- Taking a test for someone else or permitting someone else to take a test for you.

### Academic Misconduct –

The intentional violation of Institute policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include

- Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.
- Asking or bribing any other person to obtain a test or any information about a test.

Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the Institute which relate to grades.

Improper Computer/Calculator/Cell Phone Use - Examples of improper computer and/or calculator use include but are not limited to

- Unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored or cell phone stored data and programs.
- Selling or giving away all or part of the information on a calculator, computer disk or hard drive, which will be used as graded material.
- Sharing a calculator or computer or cell phone while leaving answers on display or in memory.
- Submitting a duplicate computer printout with only the student's name changed. This applies to homework and tests.

Disruptive Behavior - Each student and faculty behavior in the classroom is expected to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No student has the right to interfere with the teaching/learning process, including the posting of inappropriate materials on chatroom or course sites.

The instructor has the authority to ask a disruptive student to leave the classroom, lab, or Web course and to file disciplinary charges if disruptive behavior continues. Cell

phones and beepers must not disturb class. Turn off these devices when entering the classroom.

All these activities constitute academic malpractice and can be punished using one of more of the following

- Getting a zero score on the assignment/assignments
- Getting a zero score in the coursework
- Suspension from the attending classes/institute
- Withholding results
- Expulsion from the institute

### 24.7 Students Projects for Outside Organizations

Mahatma Education Society (MES) encourages strong partnerships among all its institutions and various companies and industries. These partnerships are meant to encourage MES faculty, students and staff to keep up with the latest trends in science, technology and business.

Below are some guidelines that MES recommends that all such tie-ups should follow.

#### For Organization Partners

- Organizations should give a clear project with goals and deliverables. The project must fit into the timeline specified.
- Organization will provide a resource person who will regularly correspond with students' teams and guide students on their projects.
- Organization should host student teams on their premises at least twice, once during an orientation and once for a final presentation.
- Specify prior to start of the project if a non-disclosure agreement is needed between the institute, students, faculty and the company.
- In general MES prefers that students and faculty are able to publish the work they conduct, however exemptions can be made on a case to case basis.
- Provide a certificate to the participating students on completion of the project.

#### For Student Teams and Faculty

- Groups of 3-5 students will work on the problem given by organization and try to come up with a feasible solution within the allotted time frame.
- Students should meet with their faculty mentors at least once a week and meet with organization mentors whenever required.
- Faculty mentors should coordinate with the organization mentors as well as facilitate direct interaction between students and the organization mentors.

### For Institute

- Provide students with infrastructure (open source and educational software, computer labs, discussion rooms, maker spaces) wherever required for the completion of the project.
- Access to institutional library and component library and its resources.
- Provide moderate amount of funding if needed for travel for students to go to company location within Mumbai.
- Provide certificate to participating students upon successful completion of the project.

### Questionnaire for Potential Organization Partners

- Organization Name
- Organization Website
- Office Address
- Main Organization Contact
- Organization Mentor
- Mentor Phone Number
- Mentor Email Address
- Project(s) Description

Please add a description of the proposed projects. In case there are multiple projects please indicate each in a separate paragraph. Please also indicate if data will be provided by the organization or students will need to be able find or generate their own data.

## 24.8 Anti Ragging Policy

What constitutes Ragging - Ragging constitutes one or more of any of the following acts

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

- Any act of physical abuse including all variants of it sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

PICA maintains a strict policy against ragging. As per COA and University of Mumbai guidelines the following actions can be taken against students for indulging and abetting ragging in PICA

- The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
- Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
- The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following-

- Cancellation of admission
- Suspension from attending classes
- Withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test/examination or other evaluation process
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel
- Rustication from the institution for period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution.
- Collective punishment when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars.

Affidavits shall be collected from the students and parents at the time of admission regarding their understanding of the anti-ragging policy of the institute.



## 24.9 Guidelines for Pillai Campus College Festivals, Workshops and Events

### Campus Cultural Festivals

Alegria is the campus wide cultural festival and should be the main focus throughout the year. All other events can be conducted provided they are specific to the department or college and are not a repeat of events already conducted during Alegria.

### Posters and Banners

All posters and fliers must be posted on notice boards only or special standing boards provided for the events.

All unauthorized posters and banners will be removed immediately and the college will be fined Rs 100/- per poster.

Permission for banners must be taken prior to the event from the principal and the location of the banner needs to be determined by Rajesh Pillai.

All posters, banners, fliers must be removed within a maximum of 7 days after the event.

### Sponsorships

Minimum sponsorship amounts for stalls and banners

- Medium Stall Rs 5000/- per day
- Large Stall Rs 7000/- per day
- Banners Rs 1500/- for the duration of the event
- Title sponsor must give a minimum of Rs 10,000/- which can include one stall and two banners.

The principal must approve all sponsors and under no circumstances can sponsorships be accepted from coaching classes, alcohol and tobacco companies, political parties or any other groups that are unsuitable for promotion on campus.

### **Event Timings and Restrictions**

All campus events must have a faculty supervisor at all times during the event.

The following locations are common for all colleges and are available for campus wide events but must be reserved in advance with Rajesh Pillai and reservations will be granted on a first come first serve priority basis

1. Old Canteen Area
2. Conclave
3. Artificial Lawn Area
4. Main Ground
5. The Arena
6. Behind Stilt Area
7. Assembly Hall
8. The Epic Cafe

All campus events requiring loudspeakers, microphones can only be conducted on Saturdays after 3 pm provided that there are no examinations, seminars or conferences are scheduled for those times.

The principal must approve all promotional activities for events that are conducted inside or outside the campus.

Under no circumstances shall chanting, drumming, sloganeering, loud music be allowed during college hours of 6am to 4pm on any day.

All events must end by 630pm.

After the event, the event heads and faculty must ensure that the rooms or premises are left clean and restored to its original condition.

The entry fees of all events must be sufficient to cover the prize money and other expenses associated with the event. If sufficient entries are not received one day to the event, the event is subject to be cancelled.

Students organizing the event are strictly prohibited from participating in the event.

All financial transactions, monetary awards and prizes, collection of registration fees must be processed through the accounts office.

All prize money above Rs 2000/- will be paid by check only.

The management reserves the right to revoke permission of the event or bar future events if any of the above clauses are violated.

### **Software and Licensing Policies**

Under no circumstances, faculty students and staff be allowed to install pirated or unlicensed software on MES computer or computing facilities.

If any workshop or event requires the use of any software that is not covered under existing MES licensing agreements, explicit permission must be taken at least 2 weeks prior to the event. All software must be shown to have valid licenses.

### **Workshops**

All workshops and activities that will be conducted by external agencies must be pre-approved by the principal. .

Under no circumstances, shall external agencies be allowed to install pirated or unlicensed software on MES computer or computing facilities.

If any workshop or event requires the use of any software that is not covered under existing MES licensing agreements, explicit permission must be taken at least 2 weeks prior to the event. All software must be shown to have valid licenses.

### **Faculty Responsibilities during events**

Faculty must be present throughout the event and ensure that it is conducted smoothly.

Faculty must ensure that receipt books, registration fees and all IOUs are cleared with the accounts section no more than 48 hours after the completion of the event.

Faculty must ensure that the rooms or facility used during the events are restored to its original clean condition.

Faculty must ensure that all materials and resources obtained for the event are used appropriately. All excess materials must be returned to Rajesh Pillai.

## **24.10 Procedure to allow filming on any PICA Institutes**

For convenience, the word "filming" as used in these guidelines shall include Motion Pictures, Filming, Videotape, Still Photography and Digital Imaging.

### **Requirements**

Filming on campus is permitted only if it does not interfere with normal College business and/or previously scheduled events. The Permission can be approved only when all following requirements have been met

- Specific date(s) and location(s) are confirmed
- College personnel, if required, are available.
- All vehicles can be parked appropriately on campus (both production vehicles & private cars).
- Full payment of all fees and other estimated charges, are received by the College Authorities not less than two (2) business days prior to filming.

- Number of Cast and Crew that will have to be present (including any extras) should be given in advance
- All government/police permissions and licences must be obtained in advance and provided to the College Authorities.

PICA may attach any additional terms and conditions on a case by case basis

- Fees (All fees must be paid to Mahatma Education Society using Cash, RTGS or Demand Draft) Production Filming Daily Rate Rs 50,000/-
- Interior and/or exterior filming
- Large or small production
- Includes film, TV, music video, commercials
- Will charge for every day on site, including set-up and break-down
- Still Photography Daily Rate Rs 25,000/-
- Educational Filming Daily Rate Rs 10,000/-
- For Pillai College purposes, an educational film is defined as a film for use in a classroom setting and made available to educators and students at no charge.
- Student Work no charge (Proof of student status must be shown for any PICA institution)
- Deposit A refundable security deposit of Rs 100000/- will be kept with the college which will be returned to the company after filming after deducting the cost of any incidental expenses or damages incurred by the college.

The following should be noted:

- Weekdays (Monday-Friday) shooting is only allowed in the main stage area.
- Saturdays shooting can occur anywhere on campus after 3pm
- Sundays all campus spaces are available
- The production company is responsible for bringing all facilities required for shooting namely electricity (generators), transport (vehicles and diesel), security guards, water, food etc.
- The production company is responsible for cleaning the premises after use of the facilities. If the premises is not found in clean condition after filming is finished, the company is liable to forfeit the entire deposit.
- Pillai College/KM Vasudevan Pillai's Campus name should be mentioned in the credits of the outcome of the movie.

MES may revoke the permission to conduct filming without issuing any refund, if

- The filming agency fails to adhere to any of the terms and conditions set forth in the prior approved contract/MOU
- MES does not receive the required Fees and Deposit in a timely manner
- MES determines that the filming is not being conducted a safe manner
- MES determines that the filming being conducted is inappropriate for its institute (This may include shooting scenes that are sexually explicit or graphically violent)

If the agency cancels the shooting, prior to filming it is liable to forfeit one (1) days filming charges.

### 24.11 Return of Property

Employees are responsible for MES equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to

- Identity Cards/Library books
- Office/building keys,
- Office/building security passes,
- Computers, computerized diskettes, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the principal or his or her designee, Employees must return all MES property that is in their possession or control. Where permitted by applicable law(s), MES may withhold from the employees' final pay check the cost of any property, including intellectual property, which is not returned when required. MES also may take any action deemed appropriate to recover or protect its property.

### 24.12 Green Policy

MES has cultivated a sense of sustainability in all its institutions. PICA is imbued with the spirit of concern and care for the environment. It has believable and demonstrable quality green environment both in the interior and in the exterior. Green is the next gold. PICA has an enviable location surrounded by hills and greenery.

The transport facility provided by the management helps staff and students to reach the college fairly comfortably and reduces the usage of a large number of private vehicles. This has reduced the usage of fuel and thus enhanced reduction in carbon emission on a daily basis.

The limited use of stationery and plastic and reminders to switch off fans and lights when not required and conserving of water, etc., both contribute to good green practices and also inculcate the same in students.

Environmental sustainability in terms of waste management, rainwater harvesting, students and staff using public transport, pedestrian friendly internal roads, green landscaping, natural lighting in classrooms, solar lighting of the internal roads and periphery of the campus, etc. are part of the architecture.

Maintenance free exterior of the buildings with gypsum tiles considerably saves on painting of the exterior of the building up to twenty years giving both beauty and elegance. The reduces the carbon foot print in terms of year-to-year maintenance and the consumption of paint and other hazards of painting a seven storey building and the associated risks. Natural cooling as gypsum tiles reflect light and heat is additional benefit contributing to reduce global warming in a miniscule way.

Manicured, verdant lawns of ample proportions and the well-planned and designed gardens covering more than 25,000 sq.ft., imaginative landscaping, over two hundred variety of beautiful and carefully selected plants and shrubs and herbs that adorn the gardens, and decades old big trees that surround the campus would make anyone want to study in PICA.

Eight acres of well cared green sports ground that cater for a large number of sports and games makes PICA the dream of any student athletically inclined. While designing the campus and during construction every care has been taken to protect some of the decades old large trees that provide green cover and is the lung of any human settlement. The value and contribution of some of the trees on the campus is worth more than their weight in gold. Overall PICA has appreciable green practices.

Time has come to articulate these into a policy for perpetuity. However, these policies need to be revisited and modified from time to time as per the need of the times.

PICA shall endeavor to inculcate a feeling for the environment in its stakeholders as well as make them conscious of what we owe to nature.

PICA shall have a special Sustainability Cell/ Club/Board created under the aegis of the Students Council including students of all classes to cultivate among students awareness of what each can do to make PICA remain environment friendly at all times.

PICA shall observe important days like Earth day in a manner to make all conscious of the dangers of neglecting environment.

PICA shall have a dedicated a section in the Library to inform the every visitor about all important happenings in the area of environment.

PICA shall include waste management, rainwater harvesting and usage of renewable energy also in the Green policy.

PICA shall conduct regular green audit to ensure that green practices are upheld and to strive to reduce the carbon footprint.

### **24.13 Athletics, Sports and Extra-curricular Activities Policy**

Eight acres of well cared green sports ground that cater for a large number of sports and games makes PICA the dream of any student athletically inclined. The Sports Authority of India sponsored training centre is an invaluable resource for nurturing the sports and athletic talent of the students. Therefore,

- PICA shall strive to identify sports and athletic talent of young students from their past records in the first year.
- PICA shall provide financial and other support for meritorious sports personnel and athletes to participate in reputed competitions.
- PICA shall give athletes and sports personnel who participate in the University, State and National level competitions grace in attendance and other rewards as per the University rules.

- PICA shall accommodate athletes and sports personnel who participate in the University, State, and National level competitions if there is clash in the schedules of the competitions and the internal examinations.
- Well-equipped and maintained Gym and indoor sports facilities are available for overall development of students.

## 24.14 Resource Management and Infrastructure Policy

PICA has established transparent and robust procedures for the utilization and maintenance of all physical, academic and support facilities and is well communicated among all the concerned stakeholders. The detailed procedures and related policies are as follows

### 24.14.1 Policy Statement

PICA has numerous resources that are utilised for the benefit of faculty, students and staff. PICA policy call for the efficient and maximum utilisation of all its resources. Resource in charges are responsible to ensure that

- Resources are ready and made available whenever required
  - Resources are repaired, calibrated, maintained and upgraded at optimal levels
  - Resource utilisation is tracked and records maintained
  - The availability of the resource is made known to PICA and campus community
  - Notify the Principal or HOD in case a resource is under utilised or not utilised
- Below is a non-comprehensive list of all the major resources of the institute.

## RESOURCE MANAGEMENT

Resource Type	Name of Resource	Resource in Charge	Record Document
<b>Rooms</b>	Classrooms	Principal	Timetable
	Laboratories (UG, PG, PhD)	Lab in Charge	Timetable, Deadstock register
	Seminar Halls	Staff in charge	Schedule
	Auditorium	Staff in charge	Schedule
	Workshop	Workshop Superintendent	Timetable
	Staff Rooms	Principal	Staff allotment of desk space
	UXO	Supervisor	Deadstock register
<b>Research and Innovation Centers</b>	Maker Studio	Lab in Charge	Deadstock register, Accession Register
	Drone Lab	Lab in Charge	Deadstock register
	Automatic Weather Station	AWS Coordinator	AWS MOU
	Component Library	Library Coordinator	Deadstock register, Issue register
	Pillai Center of Innovation and Entrepreneurship	Center Manager	Accession register
<b>Library</b>	Infrastructure, books, e-resources, IT facilities	Librarian	Koha, Accession register
	Computers and Networking Resources	IT Head	Deadstock register
<b>IT Resources</b>	Portable projectors, laptops, and other equipment	IT head	Deadstock register, Issue Register
	WiFi	IT Head	Issue Register
<b>Sports</b>	Sports ground, gymkhana, synthetic court, shooting range, etc	Sports Director	Sports equipment stock, register, Sports Schedule

### 24.14.2 Utilization of Resources

Availability of resource is verified with the concerned In-Charge. Permission for the utilization is taken from the respective authorities. It is communicated in written to the In-Charge so as to make the resource available. It becomes duty of the person who has generated the query to take care of the belongings.



### 24.14.3 Procedure for Repairs and Maintenance of Resources

Every In-Charge regularly checks the resource available in their custody and verifies its working condition.

Accordingly report of non-working material is communicated to the principal.

Principal compiles all the complaints and segregates them in urgent and annual maintenance categories.

The follow up of the urgent maintenance equipment or resources is taken immediately after the approval of the principal.

The annual maintenance resources are forwarded at the end of every academic year after thorough inspection of the equipment.

Also, depending upon the cost of equipment and its maintenance requirement the quotations are invited and the detailed procedure is followed through purchase committee, if this cost exceeds more than Rs. 10,000/-.

After the maintenance of the particular resource it is informed and satisfactory remark is taken from the concerned In-Charge. After getting the remark from all the concerned the authority approves the bill for payment and accordingly payment is released.

### 24.14.4 Duties of Laboratory/Workshop In-Charges

The duties of different In-Charges are well specified and communicated to everyone. There is designated lab in-charge, Workshop In-charge and Lab assistant available for every lab.

Duties and responsibilities of the Laboratory /Workshop In-charge And Lab Assistant are as follows

- To maintain the Dead Stock Register and Consumable Registers.
- To find out the requirements for consumables for the laboratory and procure the same, before the start of every semester.
- To plan for the procurement of equipment for the coming term well in advance.
- To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical satisfactorily.
- To organize the laboratory for oral and practical examinations.
- To hold those responsible for any breakage / loss, etc. and recover costs.
- Requisition of consumables shall be submitted to the principal, who in turn shall verify the same and will take a necessary action.
- The Lab Assistants are required to assist the respective lab in-Charge for smooth functioning of the laboratories.
- Lab Assistants and In-charge shall be available for maintenance and care of resources/services of the institute

- All the Lab Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the principal.

Lab Assistants in coordination with Lab In-charge should display

- List of Equipment/software with cost
- List of Experiments
- Lab Time Table
- Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.

Any other duty as may be assigned by the faculty in charge of lab  
/Principal/Chairman /Administrator from time to time.

In order to prevent theft/damage, the Lab In-charge shall take the following action

- Lab In-charge and Lab Assistants are required to report the matter in writing immediately to the principal as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- If the students are responsible for the loss/missing item, then an amount equal to the two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

Apart from this lab in-charge is paying attention to availability and utilization of lab as demand and requirement of curriculum and co-curriculum projects of students. Institute has established dedicated research lab with advanced tools. These labs are made available for students as well as staff as per their demand.

The laboratories are also used to provide consultancy services to government as well as private organizations. A policy for distribution of revenue generated among the institute, administrative posts, teachers, assisting and menial staff is in place. The same is available on the website of the Institute.

Should propose to the institute equipment and up-gradation that would make the labs more research or consultancy oriented.

They should also ensure that the labs have adequate number of well-maintained computers and connected to each other by LAN facility. All required facilities like printers and scanners are also available in sufficient numbers, and are made available as per need to teachers, staff and students. The computing facilities are also made available for online examinations of various government and non-government organizations.

All mentioned physical facilities are supported by continuous supply of electricity with generator sets of adequate power. The generators and all supporting activities are well maintained for undisturbed performance.

### 24.15 Safety and Security Policy

The safety and security of all its stakeholders is of utmost concern to PICA with no compromise and zero tolerance. In any unforeseen occurrence of any untoward incident on college premises PICA will always shoulder its responsibility with no questions asked and the same is articulated as follows.

- PICA shall always remain alert about the safety and security of all its stakeholders and most of all the students.
- PICA shall provide the fastest possible medical help in case of any medical emergency such as accidents, personal medical issues, or any such eventuality.
- PICA shall have regular drill and other safety measures and inspection of fire hydrants and fire extinguishers.
- PICA shall have regular safety audits of buildings, laboratories, workshops, etc.
- PICA shall always maintain a clean and healthy workplace and a pleasing environment in appearance and functionality.

#### 24.15.1 Fire Safety

- PICA has fire safety equipment present in all laboratories and public places. In case of minor fires these can be used for fire suppression.
- Care should be taken that fire-fighting equipment such as fire extinguishers is handled by experience faculty or staff whenever possible and all faculty and staff are familiar with its operation.
- In case of large fires, the people who are in the closest proximity to the fire must evacuate first followed by all other persons who are not in immediate danger.
- During fire evacuation the use of lifts and elevators is prohibited.
- All personnel should report to the cricket play ground as a point of assembly in case of a large fire.
- Power to the campus building must be shut down in case of a large fire and all evacuations
- The fire brigade and emergency services must be notified immediately to report to the college.

#### 24.15.2 Medical Emergency

First aid procedures are learned during appropriate First Aid Courses. This policy outlines staff actions to take during minor and major medical emergencies on and off campus during school-sponsored trips or events. This policy does not cover specific first aid or CPR steps or sequences. Refer to training materials, skills learned, and/or directions on prescribed medications for specific guidance on treatment procedures.

## **Injury Emergencies On Campus**

### **Minor**

- Notify college doctor or principals office.
- College doctor, principal, or other designated school staff administer first aid procedures as indicated by the nature of the accident.
- Parents are notified if necessary.
- Staff witnessing the accident and/or providing first aid care should complete an accident report.

### **Major**

- Defined as any injury deemed by school staff to need immediate physician care, EMS, or transport to a healthcare facility.
- Notify college doctor or principals office.
- Either the first college staff person attending to the student or another college staff person notifies campus security immediately.
- Security will provide transport to the nearest hospital or emergency clinic
- Provide first aid or other basic life support if required.
- Principal or designee calls parents or guardian immediately.

## **Injury or Emergencies During Field Trips**

The field trip coordinator should also ensure that appropriate first aid equipment and supplies are available during the trip. It is advisable that at least one staff person or adult chaperone (parent, guardian, or other volunteer) has a cellular phone in case the emergency is en-route to or from the college or field trip destination. Permission slips with emergency care release or parent/guardian phone numbers must be with the field trip coordinator or their designee.

### **In the event of an emergency,**

- Designated faculty person administers first aid procedures as indicated by the nature of the accident.
- Parents are notified if necessary.
- If the injury is major or life-threatening, the staff member along with the student should report to the nearest hospital.
- Field trip coordinator or designee call parents or guardian immediately.

## **Workshop Safety**

- Always listen carefully to the faculty and follow instructions.
- Do not run in the workshop, you could 'bump' into another student and cause an accident.
- Know where the emergency stop buttons are positioned in the workshop. If you see an accident at the other side of the workshop you can use the emergency stop button to turn off all electrical power to machines.
- Always wear an apron as it will protect your clothes and hold loose clothing such as ties in place.
- Wear good strong shoes. Slippers are not suitable.
- When attempting practical work all stools should be put away.

- Bags should not be brought into a workshop as people can trip over them.
- When learning how to use a machine, listen very carefully to all the instructions given by the teacher. Ask questions, especially if you do not fully understand.
- Do not use a machine if you have not been shown how to operate it safely by the teacher.
- Always be patient, never rush in the workshop.
- Always use a guard when working on a machine.
- Keep hands away from moving/rotating machinery.
- Use hand tools carefully, keeping both hands behind the cutting edge.
- Report any damage to machines/equipment as this could cause an accident.

## Appendices

### Appendix 1: Feedbacks

#### Appendix 1.1: Students Feedback

#### Sem IX - 2022-23 - Course Evaluation

Dear Students  
Please give your valuable feedback on courses and your guides here for further improvement of quality of education at PiCA.

\* Indicates required question

1. Email \*

---

UoM Architecture Syllabus

2. Are you satisfied with the syllabus structure by Mumbai University? \*

Mark only one oval.

Yes

No

3. Please give your suggestions to improve the syllabus if any.

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Courses Feedback

4. How do you rate the teaching of individual subjects? Your satisfaction level and learning experience in them. \*

Mark only one oval per row.

	Fair	Good	Very Good	Excellent
Arch. Design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Allied Design - Urban Design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building Construction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Theory of Structures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
EVS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional Practice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Design Dissertation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Elective - 8 - Illustration as Design Narrative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electives - 8 - Arch and Heritage Conservation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Elective - 9 - DD Allied Research	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Please give your experience or suggestions to improve further or to appreciate for any of the above courses that you learnt last semester.

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Prof. XXXXXXXXXX

6. Has XXXXXXXXXX taught to you? \*

Mark only one oval.

- Yes  
 No Skip to question 9

Prof. XXXXXXXXXX

7. Teaching methods, Communication and Personality \*

Mark only one oval per row.

	Fair	Good	Very good	Excellent
Communication Skills, language, clarity of thoughts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subject knowledge, analysis ability and relating to appropriate examples	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teaching Methods, creativity, makes interesting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Motivating, approachable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self disciplined, follows schedules	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dynamic and enthusiastic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains class Control and discipline	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Appendix 1.2: Faculty Self Assessment

## PiCA Faculty Self Assessment Form (AY: 2022-23)

\* Indicates required question

1. Email \*

\_\_\_\_\_

### Part A : Personal Data

2. Faculty Name : \*

\_\_\_\_\_

3. Designation : \*

\_\_\_\_\_

### PiCA Details

4. Date of joining PiCA : \*

Example: January 7, 2019

5. Number of Casual Leaves (CL) taken (Write 'Not Applicable' if not taken) : \*

\_\_\_\_\_

6. Number of Sick Leaves (SL) taken (Write 'Not Applicable' if not taken) : \*

\_\_\_\_\_

7. Number of 'Leave Without Pay (LWP)' taken (Write 'Not Applicable' if not taken) : \*

\_\_\_\_\_

8. Any special Leaves taken due to any other reason other than mentioned above. \*  
Give details of the same. (Write 'Not Applicable' if not taken)

\_\_\_\_\_

### Faculty Development Programs, Workshops, Seminars

9. Details of Faculty Development Programs attended in the current academic year \*

1. Topic

2. Organized by

3. Dates: From-To

4. Online/Offline

\_\_\_\_\_

## Appendix 1.3: Employers Feedback



Mahatma Education Society's  
**PILLAI COLLEGE OF ARCHITECTURE**  
 Dr. K. M. Vasudevan Pillai Campus, Sector 16, New Parvel, Maharashtra, India 410 206.  
 Tel.: 022-2745 6100 / 2745 1700

**EMPLOYER FEEDBACK FORM**

Dear Employer,

Our 4<sup>th</sup> year architecture student \_\_\_\_\_ is working in your organization as an intern. We are thankful to you for giving an opportunity to our student to do internship with your prestigious organization.

We request you to fill up this feedback form. It will help us to improve the Institute further and give you better interns and employees in future.

Please Tick to rate the following:

Particulars	Excellent	Very Good	Good	Fair	Average
1. Student's overall performance		<input checked="" type="checkbox"/>			
2. Student's general communication skill		<input checked="" type="checkbox"/>			
3. Student's design and drawing skill		<input checked="" type="checkbox"/>			
4. Student's computer software skill		<input checked="" type="checkbox"/>			
5. Student's ability to learn new techniques	<input checked="" type="checkbox"/>				
6. Curriculum of the B. Arch. course			<input checked="" type="checkbox"/>		
7. Institute's efforts towards training the student			<input checked="" type="checkbox"/>		

Please contact us if you have any specific comments / suggestions. You can e-mail us: pica@mes.ac.in.

We would like to know if you are a PiCA alumnus? YES \_\_\_\_\_ NO

Name: \_\_\_\_\_ at \_\_\_\_\_ Position: Project Lead

Name of the firm / organization : \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: sunidhi.nanodkar@design-works.in Contact No: 9657570067

Signature: \_\_\_\_\_ Date: 07/06/2021



Appendix 1.4: Professionals and Academicians' Feedback

## Jury Feedback - Pillai College of Architecture

Please submit feedback regarding the jury you have just completed, including feedback on students and PiCA performance.

\* Indicates required question

1. Email \*

---

2. Name of the Juror \*

---

3. Name of your Insitute / Practicing Firm \*

---

4. Phone no. \*

---

5. Name of the co-juror \*

---

6. Jury taken for the course \*

Mark only one oval.

B.Arch.

M.Arch. *Skip to question 18*

B. Arch.

7. Semester \*

Mark only one oval.

I

II

III

IV

V

VI

VII

VIII

IX

X

8. Subject for which jury conducted \*

Mark only one oval.

AD - Architectural Design

ARD - Architectural Representation and Drawing *Skip to question 15*

DD and ARD - Sem X - Design Dissertation *Skip to question 13*

PP - Professional Practice *Skip to question 16*

DD Book jury - Sem IX *Skip to question 17*

Architectural Design

9. Did you get adequate information about project/studio? \*

Mark only one oval per row.

	Yes	No
<b>Program</b>	<input type="radio"/>	<input type="radio"/>
<b>Studio Process</b>	<input type="radio"/>	<input type="radio"/>
<b>Objectives</b>	<input type="radio"/>	<input type="radio"/>
<b>Submission Requirements</b>	<input type="radio"/>	<input type="radio"/>

10. Was the project appropriate for that semester with respect to \*

Mark only one oval per row.

	Yes	No
<b>Scale</b>	<input type="radio"/>	<input type="radio"/>
<b>Complexity</b>	<input type="radio"/>	<input type="radio"/>
<b>Objectives</b>	<input type="radio"/>	<input type="radio"/>

11. What is your opinion wrt Predesign process?

---

12. Rate students' performance \*

Mark only one oval per row.

	Excellent	Very Good	Satisfactory	Below Average
<b>Design Process</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Conceptual Clarity</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Graphical Presentation</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Language Fluency</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



10. Details of workshops/seminars attended in the current academic year

- 1. Topic
- 2. Organized by
- 3. Dates: From-To
- 4. Online/Offline:

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---

---

11. Details of workshops/seminars conducted/assisted in the current academic year

- 1. Topic
- 2. Organized by
- 3. Dates: From-To
- 4. Online/Offline
- 5. No. of students
- 6. Venue

(for eg. : Topic - Hands on Wheel Workshop, Kinesthesia; Date - 10/02/2023; Class - 5th Year, No. of students - 25, Venue - First Floor Studio):

---

---

12. Summary of University paper setting and assessment for current academic year

- 1. Subject name
- 2. Semester
- 3. Date
- 4. Duty details

---

---

---

---

---

13. Have you given any invited talks/expert lectures/ sessions in workshop / workshop \* conducted/delivered in other institutes in current academic year?

*Mark only one oval.*

- Yes
- No *Skip to question 16*

**Invited talks/expert lectures/ sessions in workshop / workshop conducted/delivered in other institutes**

14. Give details of invited talks/expert lectures/ sessions in workshop / workshop \* conducted/delivered in other institutes in current academic year

- 1. Institute Name
- 2. Topic
- 3. Date
- 4. Class (If applicable)



Appendix 1.5: Alumni Feedback  
PiCA Alumni Feedback

\* Indicates required question

1. Email \*

---

2. Full Name of Alumni \*

---

3. Year of Graduation \*

---

4. COA Registration No. \*

---

5. Contact No. (WhatsApp Number) \*

---

6. E-mail \*

---

7. Did you get any Govt/Non-Govt/Private scholarship during your studies? \*

If yes, please provide details of the same.

1. Year of receiving scholarship
2. Duration (for one yr or all yrs)
3. Amount of scholarship

---

8. Did you receive any awards during your studentship in any competitions, academic \*  
or non-academic?

If yes, please provide details of the same.

1. Year of award
2. Name of the Competition
3. Name of the organizing institute/organization
4. First/Second/ Runner up / other (details)

---

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---

---

9. Upload your passport size photo \*

Files submitted:

10. Average annual income (Optional) \*

---



11. Have you applied for / completed masters degree? \*

Mark only one oval.

- Yes Skip to question 15
- No

Competitive exams

12. Have you qualified in any competitive examination? \*

Mark only one oval.

- Yes
- No Skip to question 15

Untitled Section

Skip to question 13

Details of competitive exam

13. Have you qualified in competitive exams? Check all relevant boxes. \*

Mark only one oval.

- GRE
- TOFEL
- IELTS
- GATE
- GMAT
- NET
- SET
- STET
- Central / State Services
- Defense
- Civil Services
- Other

14. Please upload your results or qualifying documents for the same. \*

Files submitted:

Details of Masters Degree

15. If completed or admitted in, please give details of your Masters degree \*

1. Discipline
2. University
3. Percentage/ CGPA
4. Year of Admission
5. Year of passing / Pursuing

---



16. Please upload your masters certificate (if completed) or admission letter (if pursuing now). \*

Files submitted:

17. State your Masters thesis topic. Also please let us know if you would like to present your thesis with PiCA students. \*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employment Status**

18. Current employment status \*

Mark only one oval.

- Self employed Skip to question 18
- Working as a Consultant under - Architect / firm / Agency Skip to question 23
- Employed under any firm / company / Govt body Skip to question 23
- Teaching- Fulltime Skip to question 23
- Teaching- Visiting / Part time Skip to question 23
- Not employed
- others

19. Do you have your own business / Architectural firm? \*

Mark only one oval.

- Yes
- No Skip to question 23

20. Average Annual Income \*

\_\_\_\_\_

**Own Business Details**

21. In case of your own firm, please provide office/startup registration/GST number/PPR/Patent if any and details of nature of projects handled.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

22. If currently free-lancing or self employed, please upload your own declaration on your own letterhead. Please see given format for the same. Please mention approximate monthly income as mentioned in the format. [https://docs.google.com/document/d/1P6JKZaT6ITZPkAG\\_VnlGmLEsUdr\\_caUzqEuyteDlI/edit?usp=sharing](https://docs.google.com/document/d/1P6JKZaT6ITZPkAG_VnlGmLEsUdr_caUzqEuyteDlI/edit?usp=sharing) (Please name your file as Freelancing\_your name\_last name.jpg or pdf)

Files submitted:

**Employment Details**

23. Please provide your employment details. \*

1. Name of the Firm/Govt Body/ College etc
2. Location
3. Name of the principal architect
4. Address
5. Website
6. E-mail
7. Contact Number

24. What do you feel about your parent institute Pica? Please share your experiences \* and opinions by ticking in the box.

Mark only one oval per row.

	Excellent	Very Good	Good	Fair
Academic Ambience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Infrastructure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Faculty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pedagogy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Co-curricular & Extra-curricular Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Counselling and mentoring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support by teaching and non teaching faculty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

25. As an expression of interest and attachment towards your institute, in which way \* you may wish to contribute to the holistic development of PICA?

Check all that apply.

- Conducting workshops
- Conducting seminars/webinars
- By taking guest lectures
- By employing interns/ fresh graduates of PICA in your firm
- By providing funds
- Other: \_\_\_\_\_

Details

26. Link to your linkedin profile

\_\_\_\_\_

27. Please contact [pica.placement@mes.ac.in](mailto:pica.placement@mes.ac.in) if you are looking for internship or for placement.

\_\_\_\_\_

Thank you for your Response!! :)

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Google Forms



Appendix 2: Students Grievances Form

7/27/23, 3:38 PM

PiCA - Students Grievances

## PiCA - Students Grievances

Kindly explain your complaint with elaborate detailing of the instance.

\* Indicates required question

1. Email \*

---

2. Email address \*

---

3. Name \*

---

4. Roll Number \*

---

5. Contact number \*

---

6. Kindly explain your issue in short \*

---

---

Appendix 3: PiCA Plagiarism Policy

Weblink: <https://pica.ac.in/wp-content/uploads/2023/07/PiCA-Plagiarism-Policy.pdf>

Appendix 4: No Dues Forms

Appendix 4.1: No Dues Form for Faculty



**Mahatma Education Society's**  
**PILLAI COLLEGE OF ARCHITECTURE**  
 Dr.K.M.Vasudevan Pillai Campus, 10, Sector-16, New Panvel.

**NO DUES FORM FOR FACULTY**

Name:	Employee Code
Designation	Online/Offline
Date of Resignation	Date

Sr. No.	Name of Department	Details to be checked	Authorized Signature
1	Administrative Office	i) Drawer Keys <input type="checkbox"/> ii) I Card <input type="checkbox"/> iii) Full Notice period served <input type="checkbox"/> iv) Laptop & other Accessories <input type="checkbox"/> v) Committee Reports <input type="checkbox"/> vi) Mentor mentee Reports <input type="checkbox"/> vii) Attendance Record <input type="checkbox"/> viii) Marksheet Records <input type="checkbox"/>	
2	Examination Cell	i) All subjects marks <input type="checkbox"/> ii) Thesis students marks <input type="checkbox"/>	
3	Computer Lab		
4	Library		
5	IQAC/NAAC Incharge		
6	Canteen		

I hereby declare that I have handed over all the documents, assets & financial dues to Institute.  
 If I find anything to be returned or payable by me I shall return /pay equivalent amount to Institute.

Sign & Date:

Principal Sign



Appendix 4.2: No Dues Form for Students



**MAHATMA EDUCATION SOCIETY'S  
PILLAI'S COLLEGE OF ARCHITECTURE**

Dr. K M Vasudevan Pillai's Campus,  
10 Sector 16, Podi No. 2  
NEW PANVEL-410 206

Date: ...../...../.....

Mr. / Ms. \_\_\_\_\_ has been working since \_\_\_\_\_ on the post of \_\_\_\_\_ . He/ She will be relieved from his/ her duties w.e.f. \_\_\_\_\_.

The departments mentioned below certify that there are no dues against him/ her.

Sr. No.	Name of Department	Authorized Signature
1	Administrative Office (Staff ID):      Faculty ID No.:	
2	Accounts Office	
3	Examination Cell	
4	Computer Lab	
1	Library	

Mr./ Mrs. \_\_\_\_\_ may be relieved and the administrative and account details settled as per rules.

Principal

Appendix 5: Appointment Order Format

Date:

XYZ  
Address line 1  
Address line 2  
Address line 3

Dear XYZ

1. With reference to your application for the post of Assistant Professor in Architecture in Mahatma Education Society's Pillai College of Architecture New Panvel with effect from \_\_\_\_\_
2. Your appointment is on probation for a period of \_\_\_\_ years from \_\_\_\_\_ and will be confirmed subsequently
3. You will be paid a consolidated salary of Rs. \_\_\_\_\_/- during online classes
4. Your salary will be raised to a consolidated amount of Rs. \_\_\_\_\_/- after offline classes commences
5. Your services will be governed by the provisions of the Mumbai University Act 1974 and statutes, Ordinances, Regulations and Rules of the University
6. You will be entitled to receive all the allowances as per rules
7. If your acceptance is not received upto \_\_\_\_\_ your appointment is liable to be cancelled
8. In case you accept the appointment you shall have to submit discharge certificate from your present employer(s) if any, and to execute a deed of contract of service in the enclosed form at the time of joining duty.
9. Your appointment is subject to the approval of University of Mumbai
10. You have to abide by the employment Rules by Mahatma Education Society as attached, which may change as per management requirements

Yours faithfully,

Prof (Dr) Sudnya Mahimkar  
Principal