



Mahatma Education Society's

PILLAI COLLEGE OF ARCHITECTURE

Pillai

STUDENT'S HANDBOOK



Updated April 2022



MES

PILLAI COLLEGE OF ARCHITECTURE

NEW PANVEL

STUDENTS HANDBOOK

UPDATED April 2022

The word 'Pillai' written in a stylized, cursive script font, with a horizontal line underneath the letters.



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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
- 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

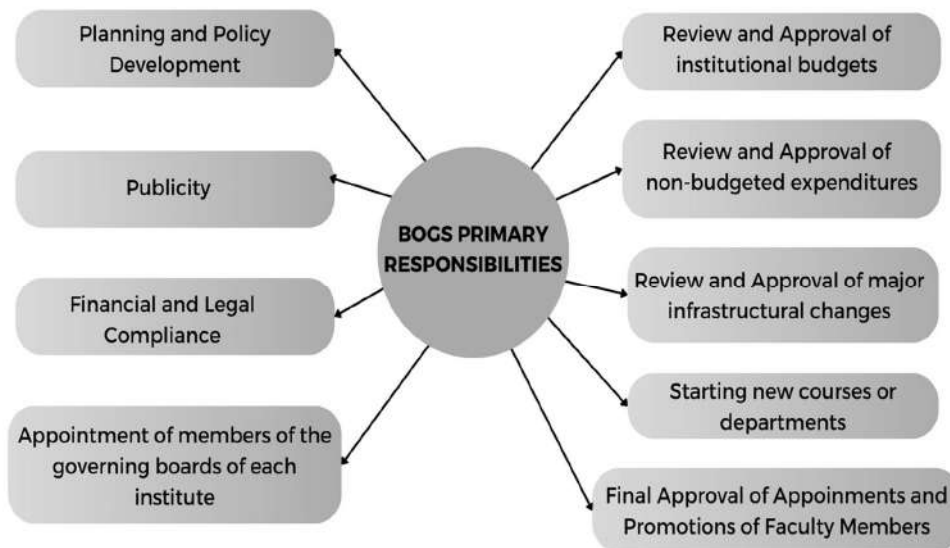


Figure 2: BoGs Responsibilities

2.3 MES Vision

To have a transformative 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

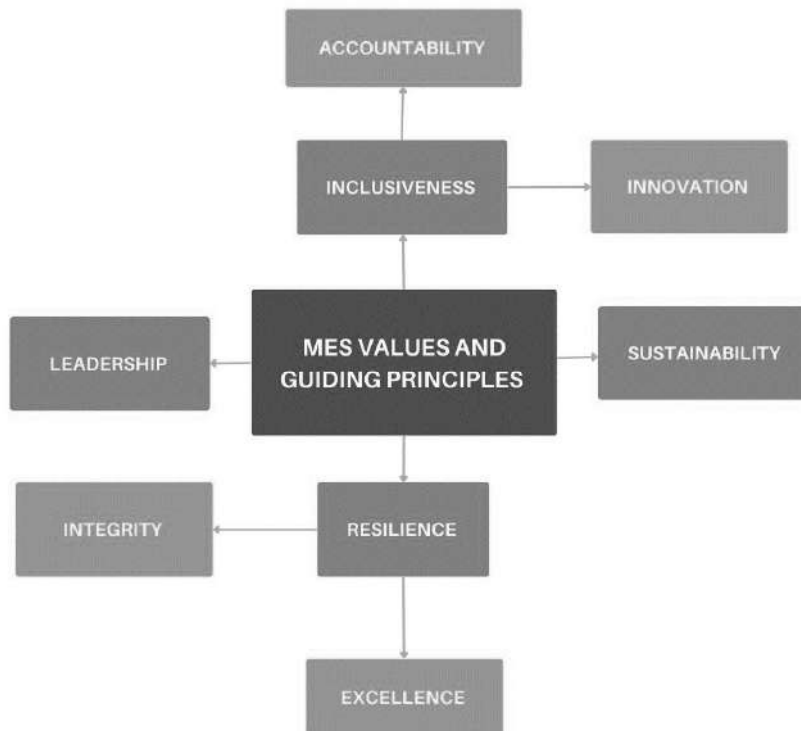


Figure 3: MES Values and Guiding Principles

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

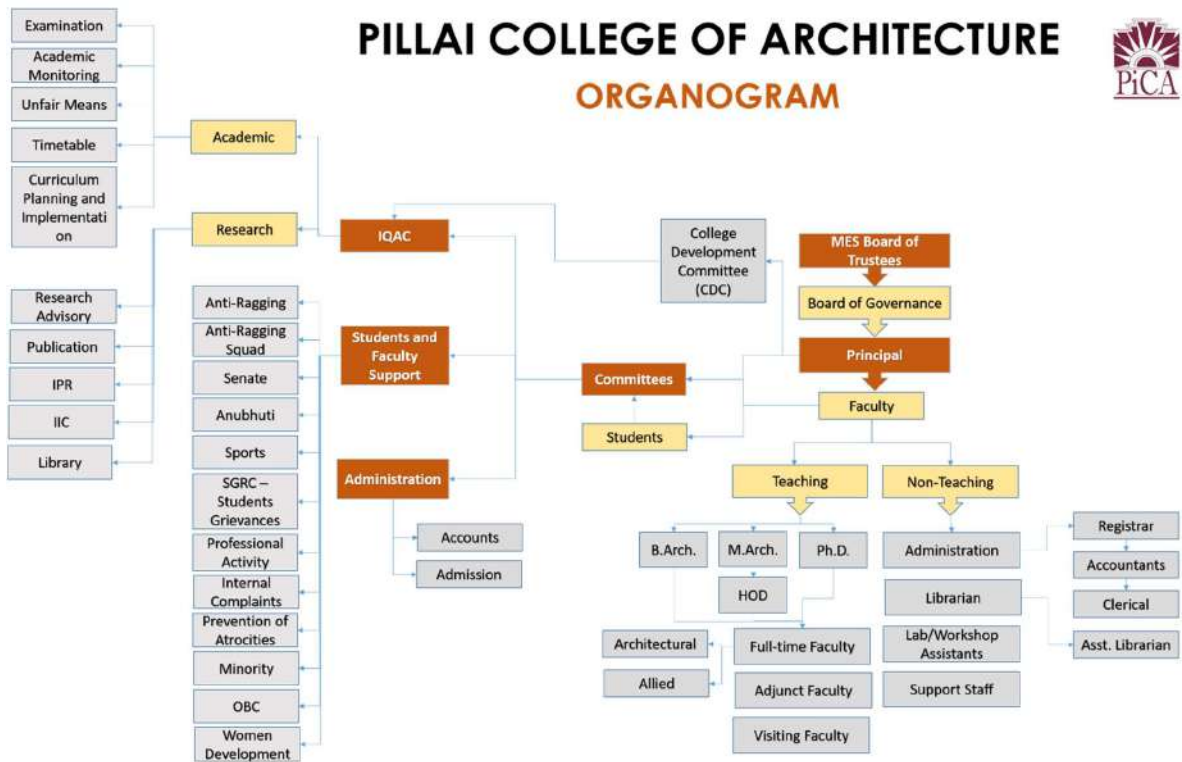


Figure 4: PICA ORGANOGRAM

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 instill 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.



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.



Active participation of the student council and student groups in the institute



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 4: 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.

4. Teaching Learning Eco-system at PiCA

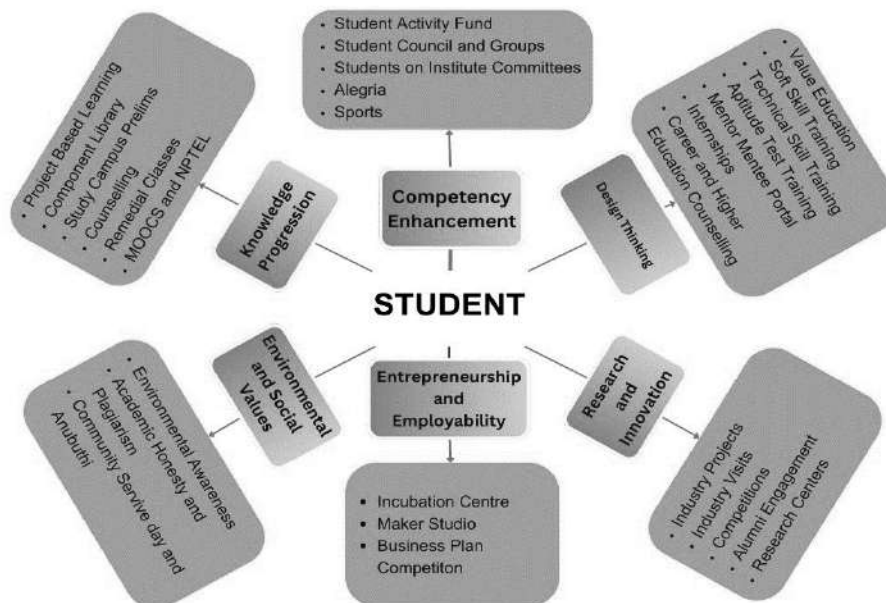


Figure 5: PiCA's six pillars for Students - Competency Enhancement, Research and Innovation, Knowledge Progression, Environmental and Social Values, Entrepreneurship and Employability, and Design Thinking

PiCA is committed to its vision and mission to have a transformative impact and contribute meaningfully to the society through excellence in advanced architectural and spatial education. Our academic foundation at PiCA is firmly rooted in this vision. **We prioritize outcome-based teaching and learning as the cornerstone of holistic student preparation.**

Bloom's Taxonomy is quite significant in education system and used worldwide to structure curriculum learning objectives, assessments and activities. The cognitive domain of Bloom's taxonomy is used in attaining educational goals. Remember, Understand, Apply, Analyze, Evaluate, and Create are the revised six objectives in the same order (Wikipedia, updated 2023).

Based on the above, PiCA developed six attributes which are pillars to architectural and spatial education for its B.Arch. and M. Arch Urban Design Program and two Program Outcomes (POs) are assigned to each attribute (Refer Figure 1 & 5). The POs are to be achieved through the program Syllabus, Co-curricular activities and teaching learning processes contributing to the holistic development of the students. The six objectives of Bloom's taxonomy are distributed over the attributes and POs throughout the 10 semesters of B.Arch. Course as well as 4 semesters of M. Arch Urban Design program Depending upon type of course/subject, the objectives and POs are achieved through the respective Course Outcomes (COs).

The attributes and POs were carefully crafted by PiCA IQAC team of experienced faculty members and industry professionals to ensure holistic development of students. Reviewing the syllabus and

current industry trends led the Institute to identify the essential skills and competencies required for architects and Urban Designers. This collaborative effort ensured that the attributes and POs aligned with the expectations of the profession and addressed the evolving needs of the architecture and Urban Design industry.

These outcomes are achieved through the incorporation of Bloom's taxonomy into our course planning. We firmly believe that a student's comprehensive and balanced growth is the key to their holistic development. Therefore, our academic approach is always complemented by **Co-curricular and extracurricular activities** to foster a student's social, emotional, intellectual, and physical growth.

The institute adopted a systematic approach to integrate the POs into the curriculum and teaching methodologies. Since last four years, we had each subject and course modules planned and implemented in such a manner that specific Course Objectives (COs) are attained.

The COs were integrated and mapped to the relevant POs, ensuring a cohesive and progressive learning experience for the students. The following strategies were employed to incorporate the POs and align the same with NEP.

4.1 Teaching Methodologies

The faculty employed various teaching methodologies to foster the attainment of COs and POs. These included lectures, seminars, workshops, group discussions, case studies, studio-based projects, and site visits. Such diverse approaches ensured that students had ample opportunities to engage with the subject matter and actively apply their knowledge to real-world scenarios. The process and outcomes are documented in terms of Course Reports at the end of each semester.

Project-Based Learning: Emphasis was placed on project-based learning, where students were assigned design projects and challenges that required them to address multiple POs simultaneously. This approach encouraged critical thinking, problem-solving, collaboration, and the application of sustainable design principles through various courses. Bachelor's students implement this through their Architectural Design Projects and Thesis for while Masters Students implements principles through Urban Design Studios and Thesis. The technical subjects for bachelors students such as Building Construction, Working Drawings, and Building Services are considered to be best understood by visiting the construction sites and hence such site visits were organized at various stages of the projects and assignments. Particularly for masters students' legislation and governance needs to be understood by giving exposure to practicing experts from the field.

4.1.1 Continuous Assessment

Continuous assessment methods, such as assignments, presentations, debates, group discussions, put-up juries and critiques, were incorporated to evaluate students' progress towards achieving

the COs and POs. Regular feedback from faculty members allowed students to understand their strengths and areas for improvement, enabling them to refine their skills throughout the year. At PiCA, our vision and mission revolve around making a transformative impact on society.

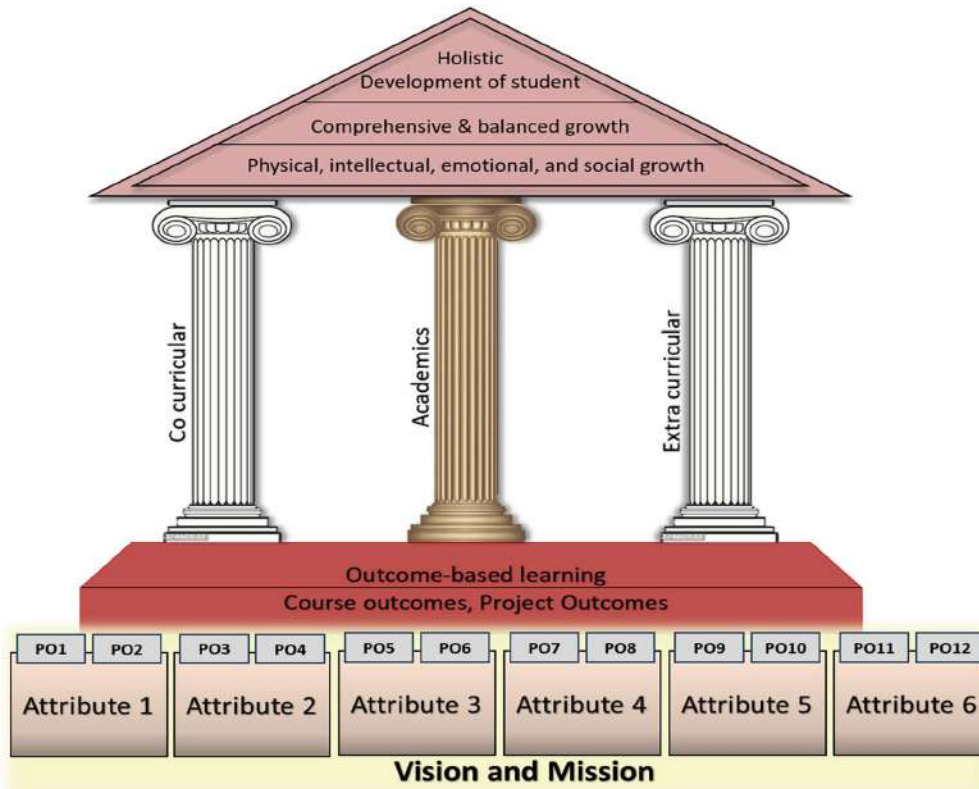


Figure 6: PiCA APPROACH TO EDUCATION

Approach to B. Arch Education

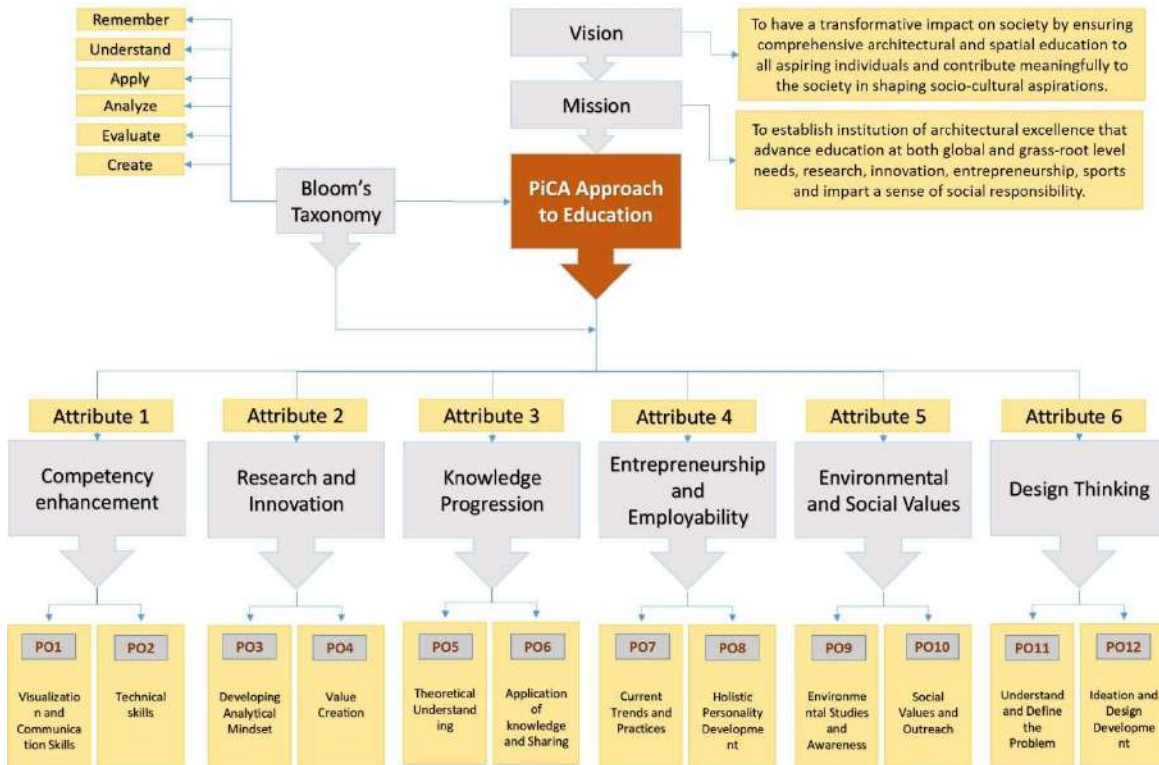


Figure 7: PiCA Approach to education (B. Arch)

4.2 Attributes and Program Outcomes for B. Arch Program

1. Competency Enhancement –

- a. Visualization and Communication Skills
- b. Technical skills

2. Research and Innovation

- a. Developing Analytical Mindset
- b. Value Creation

3. Knowledge Progression

- a. Theoretical Understanding
- b. Application of knowledge and Sharing

4. Entrepreneurship and Employability

- a. Current Trends and Practices
- b. Holistic Personality Development

5. Environmental and Social Values

- a. Environmental Studies and Awareness

- b. Social Values and Outreach

6. ***Design Thinking***

- a. Understand and Define the Problem
- b. Ideation and Design Development

Each attribute and program outcome can be tied to one or more of Bloom's six educational objectives: Remember, Understand, Apply, Analyze, Evaluate, and Create.

4.2.1 Competency Enhancement –

- a. Visualization and Communication Skills: Understand (understanding how to visualize complex ideas and design concepts) Evaluate (visualization of ideas need to be evaluated before application) and Apply (using those visualization and communication skills in the real world).
- b. Technical skills: Apply (applying technical tools and software in architecture), Understand (comprehending the fundamental principles underlying these tools) and Analysis (Drawing, drafting and digital skills need ability to understand, analyse before application of the knowledge and expressing it through drawings).

4.2.2 Research and Innovation –

- a. Developing Analytical Mindset: Understand (Any project needs the in-depth understanding), Analyze (breaking down a complex architectural issue into simpler components) and Evaluate (judging the merits of various design alternatives).
- b. Value Creation: Apply (The knowledge gained to be applied for the benefit of society), Evaluate (in-depth evaluation of existing knowledge and practices) and Create (developing innovative design solutions that bring value to clients and society).

4.2.3 Knowledge Progression –

- a. Theoretical Understanding: Remember (memorizing important architectural theories and principles), Understand (comprehending these theories and how they can be applied) and Analysis (comprehensive analysis of theories to make the study meaningful).
- b. Application of knowledge and Sharing: Apply (applying the theoretical knowledge in practical scenarios), Evaluate (need to evaluate the learnings for creation or resolving the issue) and Create (sharing knowledge by creating reports, presentations, etc.).

4.2.4 Entrepreneurship and Employability –

- a. Current Trends and Practices: Understand (grasping the current trends in architecture and construction industry) and Apply (implementing these trends in the design process) and Analysis (comprehensive understanding of current trends to take individual career decisions).

b. Holistic Personality Development: Remember (remembering good professional and personal habits), Understand (comprehending the importance of a well-rounded personality), Apply (incorporating these habits in day-to-day life), Analysis (comprehensive understanding of social needs and norms), Evaluate (Individual decisions regarding values and ethics) and Create (creating and implementing innovative ideas).

4.2.5 Environmental and Social Values –

a. Environmental Studies and Awareness: Remember (learning about environmental issues and sustainable practices in architecture), Understand (comprehending how these issues impact architectural design), and Apply (incorporating these principles into design).

b. Social Values and Outreach: Remember (learning about societal values), Understand (understanding the implications of these values for architectural practice), and Apply (engaging with the community through outreach) and Create (Serving society by creating and implementing meaningfully in terms of design and innovative ideas).

4.2.6 Design Thinking –

a. Understand and Define the Problem: Understand (comprehending the design problem from all angles), Apply (application of knowledge to define the problem), Analyze (breaking the problem down into manageable components) and Evaluate (In-depth evaluation of concepts and theories are vital for design thinking).

b. Ideation and Design Development: Apply (Applying the knowledge for visualizing and ideating), Evaluate (judging the merits of various design ideas) and Create (developing the final design).

In the context of the Pillai College of Architecture, these outcomes align well with the goals of an architectural education - to produce graduates who are technically competent, innovative, aware of current trends and societal needs, and equipped with strong design thinking skills.

Approach to M. Arch Education

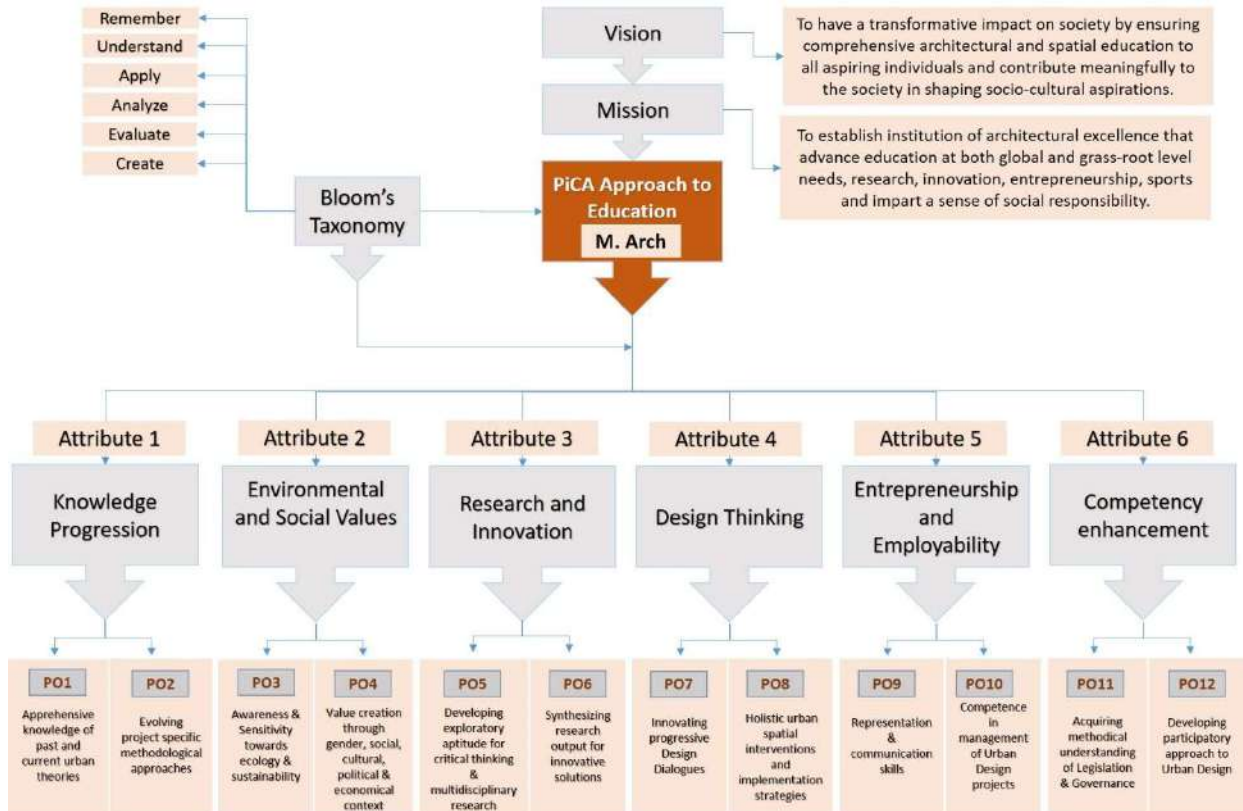


Figure 8: PiCA Approach to education (M. Arch)

4.3 Attributes and Program Outcomes for M. Arch Program

1. Knowledge Progression –

- a. Apprehensive Knowledge of past and current theories
- b. Evolving project specific methodological approaches

2. Environmental and Social Values

- a. Awareness and sustainability towards Ecology & sustainability
- b. Value Creation through gender, social, cultural , political & economical context

3. Research and Innovation

- a. Developing exploratory aptitude for critical thinking & multidisciplinary research
- b. Synthesizing research output for innovative solutions

4. Design Thinking

- a. Innovative progressive Design Dialogues
- b. Holistic Urban spatial interventions and implementation strategies

5. Entrepreneurship and Employability

- a. Representation & communication skills
- b. Competence in management of Urban Design projects

6. **Competency Enhancement**

- a. Acquiring methodological approach of Legislation & Governance
- b. Developing participatory approach to Urban Design

4.3.1 Knowledge Progression –

- a. Apprehensive Knowledge of past and current theories: Remember (Identifying Urban theories) Understand (understanding various Urban Past and current theories) Evaluate (Analysing and evaluating its relevance before application) and Apply (Applying relevant theories in research or design).
- b. Evolving project specific methodological approaches: Comprehending understanding of context and theories and evolving project specific methodology. Analysis (analysing appropriate knowledge base) Create (evolving project specific methodology)

4.3.2 Environmental and Social Values –

- a. Awareness and sustainability towards Ecology & sustainability: Understand (Understanding Ecological context and developing awareness), Analysis (analysing appropriate sustainable project specific approach) Evaluate (Evaluating impact of sustainability) Apply (application of sustainable solutions) Create (Designing through new ways for sustainable growth)
- b. Value Creation through gender, social, cultural, political & economical context: Evaluate (sensitivity and awareness about various urban issues), Analysis (in-depth analysis of current Urban issues) and Create (developing innovative design solutions which responds to contextual relevance)

4.3.3 Research and Innovation –

- a. Developing exploratory aptitude for critical thinking & multidisciplinary research: Understand (comprehending multidisciplinary research) and Analysis (Analysing various theories and project specific mapping) Evaluate (developing Critical thinking for evaluation)
- b. Synthesizing research output for innovative solutions: Apply (applying the theoretical base for project specific solutions), Evaluate (evaluating and inferring through synthesizing knowledge) and Create (developing innovative solutions).

4.3.4 Design Thinking –

- a. Innovative progressive Design Dialogues: Apply (developing appropriate solutions through current and past theories and practices) Analysis (comprehensive understanding of Urban Issues) Create (Developing Design Solutions)

b. Holistic Urban spatial interventions and implementation strategies: Apply (incorporating knowledge gained and apply for design solutions), Evaluate (Evaluating impact and significance of design strategies developed) and Create (creating and implementing innovative solutions).

4.3.5 Entrepreneurship and Employability –

a. Representation & communication skills: Understand (Understanding vocabulary for Urban Design) Apply (incorporating techniques while representing) and create (Develop new techniques specific to Urban projects)

b. Competence in management of Urban Design projects: Understand (Interpreting various Projects and Management) Apply (Evolving Project Proposals through application of Principles) and create (Develop phase wise project implementation strategy)

4.3.6 Competency Enhancement –

a. Acquiring methodological approach of Legislation & Governance: Remembering, Understanding & analysing (existing Legislations and Governance in Urban context). Apply (Appropriate Legislative framework) Create (Developing innovative framework if necessary)

b. Developing participatory approach to Urban Design: Apply (Applying participatory techniques), Analysis (Analysing from various stakeholders) and Evaluate (evaluating design strategies through mapping)

In the context of the Pillai College of Architecture, these outcomes align well with the goals of an Urban Design Education - to produce Urban Designers who are methodically competent, innovative about sustainable solutions, sensitive towards social and ecological context, and equipped with holistic approach for evolving better cities for tomorrow.

4.4 Attainment of Cos and POs at the End of the Year

Course objectives for each subject are finalized on basis of Mumbai University syllabus and Mapping of COs and POs is envisaged at beginning of each semester on basis of which all assignments are formulated to achieve attainment.

M.E.S. PILLAI COLLEGE OF ARCHITECTURE , New Panvel													
COURSE OUTCOMES-PROGRAM OUTCOMES ATTAINMENT MAPPING													
Subject Urban Design Studio II				Session 2022-23				Year 2nd Year M. Arch					
Course Code MUDE201		Credits 4		No. of Periods/Week 4				Semester II					
Examination Scheme				Internal Sessional - 500 External /Jury - 000 Theory Examination - 000				Total Marks					
				500									
Subject co-ordinator				Prof. Harshada K, Prof. Sasmit A									
Course Objectives													
1	Formulate methodology for analyzing any city fabric and deriving its unique system.												
2	Map and evaluate Urban form and derive Urban design interventions needed												
3	Understand dynamics agencies that shape a city and User aspirations												
4	Intervene in city for enhancing quality of life through sensitive Urban Design strategy												
Course Outcomes													
At the end of this course, students will be able to													
CO1:	Formulate methodology for analyzing any city fabric and deriving its unique system.												
CO2:	Map and evaluate Urban form along with network system and derive Urban design interventions needed.												
CO3:	Understand dynamics agencies and stakeholders that shape a city.												
CO4:	Infer through analysis of various layers to understand threats and opportunities												
CO5:	Intervene in city for enhancing quality of life through sensitive Urban Design strategy.												
Contribution to Program Outcomes (POs)													Total Weightage
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	
CO1:		4			3				3				10
CO2:		2	2	2	2				2				10
CO3:		1								3	3	3	10
CO4:			2	2	3	3							10
CO5:							5	5					10
CO6:													0
Attainment													
	0	1.4	0.8	0.8	1.6	0.6	1	1	1	0.6	0.6	0.6	10
Percentage													
	0	14	8	8	16	6	10	10	10	6	6	6	100

The attainment of all CO's by students was evaluated for each subject/ course at the end of each semester. At the end of each term, an IQAC workshop was held for portfolio reviews where all faculty had a vertical integration of all Design Projects and their ideas and suggestions were shared with all faculty for further improvement that can be adapted in the next term / year.

As a part of evaluation, design jury, or examination was conducted, providing a platform for students to present their work and demonstrate their achievement of the CO's. Faculty members and external experts evaluated the students' performance based on predetermined criteria, ensuring objectivity and fairness. The feedback from external experts was collected through a feedback system which is then compiled and shared with all concerned faculty members to consider and take necessary actions to improve upon the teaching methods for their subject/s. Furthermore, the institute emphasized the importance of self-reflection and self-assessment. Faculty members were encouraged to reflect on their subjects' achievements and progress throughout the year, identify their strengths and weaknesses, and develop an action plan to further enhance students' skills and knowledge.

4.5 Incorporating Attributes and POs in the Syllabus and Teaching system at PiCA

Being affiliated institute to Mumbai University, the syllabus of B.Arch., M.Arch. and Ph.D. Programme of Mumbai University are followed by PiCA. However, after careful study and assessment, PO's are also achieved through various electives also in both programs. Electives are distributed over years according to the student's knowledge progression and development. These electives are choice-based electives and students can choose amongst the pool of electives as per their aptitude (Refer figure 7). Grouping of the electives is done with respect to 3 major attributes to ensure desired outcome.

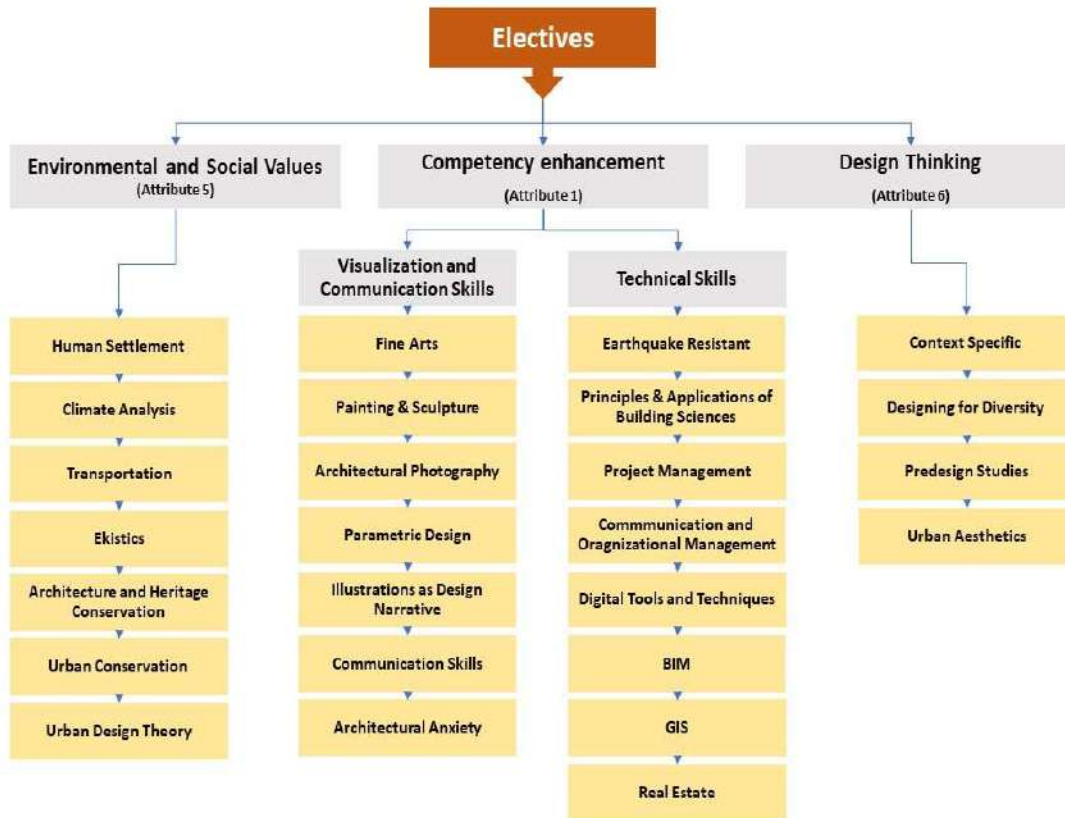


Figure 9: Incorporating Attributes and POs in the Syllabus and Teaching System at PiCA

4.6 The PiCA Perspective to Projected Academic Excellence

The implementation and success of CO PO mapping at Pillai College of Architecture (PiCA) is the result of a concerted and dynamic approach. This approach, which involves regular evaluations, comprehensive assessments, vertical integration of design projects, engagement of both internal and external expertise, and the promotion of self-reflection and assessment, is aimed at ensuring that every student achieves their Course Outcomes (COs) and Program Outcomes (POs).

The institution's emphasis on objectivity and fairness, as well as the provision for self-reflection, is instrumental in maintaining educational standards, thereby enhancing the quality of the institution's output. Importantly, the invaluable input from external experts adds an additional layer of rigor and diversity to the evaluation process.

Moreover, the flexibility offered by PiCA, despite being affiliated to Mumbai University, ensures a tailored learning experience for students, enabling them to choose electives based on their unique aptitude and interest. This flexibility is reflected in how POs are incorporated and attained through the university's syllabus. It demonstrates the commitment to not only adhering to the university's standards, but also in equipping students with the skills and knowledge they require for their professional futures.



Moving forward, PiCA is committed to continuously improving and adapting its methods, based on ongoing reflection and feedback. Through this ongoing process of CO PO mapping, the institute is well poised to provide an enriched and fulfilling learning experience for all its students, thereby molding architects of the future who are fully equipped to meet and overcome the challenges of their field.

The Blueprint for Projected Academic Excellence at PiCA is reflected clearly in PiCA Perspective Plans that will provide a strategic pathway for our commitment to shaping the future of education. By adhering to and improving upon it, we strive to mould architects equipped with the skills and knowledge necessary to confront and overcome the challenges of their field, thus contributing significantly to our evolving world.

5. Students Code of Conduct

5.1 Dress Code

- 1) Wearing I-Cards on Campus is compulsory.
- 2) Decency in dress code must be observed.
- 3) The formal dress code should be strictly adhered to on all days in the institute.
- 4) Wearing of Uniform / Formal Dress Code is expected at all times while representing college.
- 5) Students must produce the identity card, issued by the Institute on demand by campus security guards or any staff member of PiCA.

5.2 Attendance

- 1) Punctuality, discipline and adherence to deadlines in every respect are expected.
- 2) In case, student fails to attend 75% of lectures for a particular subject then he / she will be debarred/detained from the Examination as per University norms.

5.3 Misbehavior

- 1) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc is prohibited.
- 2) Students must refrain from intentionally damaging or destroying Institute property or property of other students and/or faculty members.
- 3) Students must refrain from any disruptive activity in a classroom or in an event sponsored by the Institute.

5.4 Prohibited Activities

- 1) Organising meetings and processions without permission from the Institute.
- 2) Accepting membership of religious or terrorist groups banned by the Institute/Government of India.
- 3) Unauthorised possession, carrying or use of any weapon, missiles, explosives, or potential weapons, fireworks, contrary to law or policy.
- 4) Unauthorised possession or use of harmful chemicals and banned drugs smoking in the campus of the Institute.
- 5) Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
- 6) Rash driving on the campus that may cause any inconvenience to others.
- 7) Theft or unauthorised access to others resources.
- 8) Misbehaviour at the time of student body elections or during any activity of the Institute

9) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.

10) Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

11) Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

12) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

13) Students are expected to use the social media carefully and responsibly.

14) Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

5.5 Breach of code of conduct

If there is a case against a student for a possible breach of code of conduct the committee may meet the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

1) Warning- Indicating that the action of the said delinquent student was in violation of the Code and shall result in severe disciplinary action.

2) Restrictions -Reprimanding and restricting access to various facilities on the campus for a specified period of time.

3) Expulsion - Expulsion of a student from the Institute permanently.

4) Monetary penalty- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

5) Suspension- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. suspension may also follow by possible dismissal, along with the following additional penalties.

a) Ineligibility to reapply for admission to the Institute for a period of three years

b) Withholding the mark sheets or certificate for the courses studied or work carried out.

5.6 Classroom Discipline

1) The students are expected to be in the class 5 minutes before the scheduled time of the session.

2) Use of cell phones in the class rooms for speaking, texting, etc. is strictly prohibited.

3) Use of laptops in the classrooms for anything other than the session in progress is not permitted.

4) Academic decorum such as discipline, silence, courtesy etc. must be observed in the class.

- 5) Students are not permitted to enter or leave the class during the session without the consent of the faculty.
- 6) When the session is in progress eatables/ beverages are strictly prohibited in the class.
- 7) Students are expected to maintain cleanliness in the classroom and Institute premises.

5.7 Library Discipline

- 1) ID card is compulsory for issue of books
- 2) Reference books will not be issued.
- 3) Students can issue two books for seven days.
- 4) Students must check the books before they are issued. If books are damaged, it should be brought to the notice of the Library Staff.
- 5) Late return fine in respect of Books will be Rs. 5 per day.
- 6) Students are not allowed to bring any bags in the Library
- 7) Eating is prohibited in the Library.
- 8) Students should not keep any valuables on the Library racks. Library staff or management will not be responsible for any theft.
- 9) Students should not demand at the counter any materials such as pen, pencil, stapler, blank sheet etc.
- 10) If the books/ Magazines issued are lost, the student will have to replace the same title, or pay the price of the same with 'late return fine', if applicable.

5.8 Laboratory & Workshop Discipline

- 1) Students are to report for the required laboratory and workshop sessions on time.
- 2) Students are required to wear laboratory/workshop uniforms as prescribed by the institution. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
- 3) All Laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care by the students.
- 4) Students must intimate the faculty laboratory assistant/workshop assistant of any breakages or malfunctioning equipment immediately and as and when it is noticed.
- 5) Any damage caused to equipment/machinery/appliances will be recovered by the Institution from the concerned student/students.
- 6) Students should adhere to the instructions given by the faculty/laboratory technician/workshop technician during the laboratory class.
- 7) All materials used in the laboratory/workshop are the property of the Institution and should not be taken out of the laboratory/workshop except under the guidance of a faculty member in charge and with the permission of the Head of the Department.

8) Students absenting themselves from laboratory/workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.

5.9 Examination Discipline

- 1) Books / Notes and all study material should be kept away as instructed by Supervisors.
- 2) No mobile phones will be allowed during exams
- 3) Nothing should be written on body, scale, calculators, pencils, eraser etc.
- 4) Nothing should be written on the question paper.
- 5) Talking to other students while in the Examination Hall is not permitted.
- 6) Use of any unfair means during the examination is strictly prohibited.
- 7) Students should be present inside the exam hall 10 minutes prior to the commencement of the examination.

6. Research and Innovation

Research is a systematic process that involves procuring valid information; documentation of critical information; and the analysis and interpretation of that data according to the appropriate methods established by certain professions and academic disciplines. In academic parlance research can be a culmination of ideas from students and teachers.

This process of systematic inquiry entails collection of data; documentation of critical information; and analysis and interpretation of that data/information, in accordance with suitable methodologies set under architecture and planning disciplines.

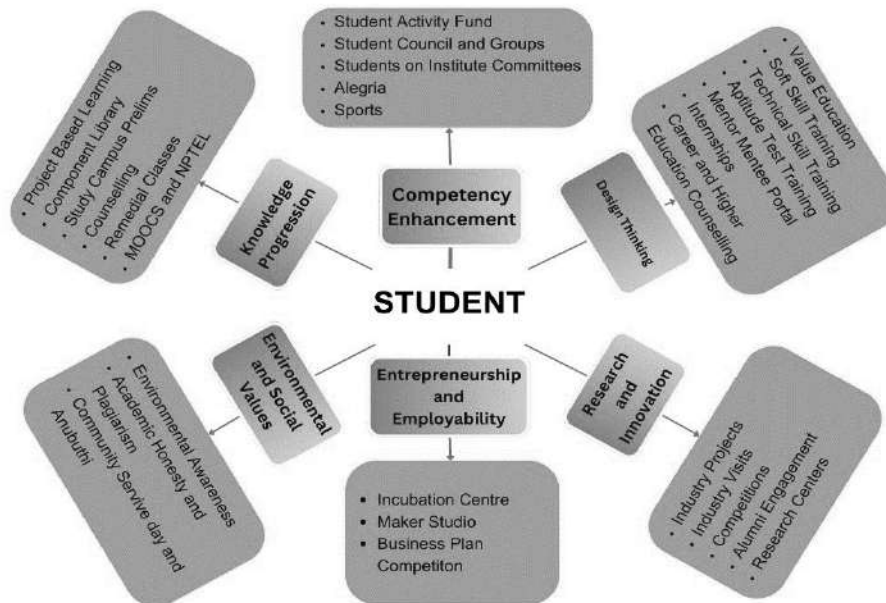


Figure 10: PICA's six pillars for Students - Competency Enhancement, Research and Innovation, Knowledge Progression, Environmental and Social Values, Entrepreneurship and Employability, and Design Thinking

6.2 Research and PhD Centers within PICA

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

Vision

To contribute to India and the World through research in various academic fields that can serve the purpose of nation development, community development and capacity development. Mission

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

6.2.1 Establishment of Research/PhD Centers

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

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

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

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

Once approved, the PhD center will constitute a Research Advisory Committee composed of principal, and an external expert/s.

Admission policy and required course work

- As per guidelines of Mumbai University

6.2.2 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 interact regularly on the campus of the center.

6.2.3 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

6.2.4 Research Advisory Committee

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

This RAC shall have the following responsibilities:

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

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

Composition: Principal, Experts from Core/Visiting Faculty, External Experts

Aim:

To encourage research and foster innovation while actively enabling research centers, facilitating resources and contribute to advancement in technology and knowledge.

Objectives:

- To oversee and supervise Research and Development activities in theInstitute.
- To ensure performance by proper monitoring of research projects andengagement in all the research thrust areas.
- To identify newer areas of research and encourage faculty and students towork in those areas.
- To encourage faculty to submit research projects to funding agencies andgenerate 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.
Negatively

6.2.5 Institute Funding for Research Activities

Institute will provide 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.

6.2.6 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.

6.2.7 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 or as decided by MES management depending upon the nature of the proposal. This requirement may be relaxed if the sanctioning agency prohibits it or has its own norms for administrative charge.

Any faculty / student 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 sponsored projects are required to be authorized by the Institute principal.

6.2.8 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.

6.2.9 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.

6.3 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.

6.3.1 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

6.3.2 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.

6.3.3 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.

6.3.4 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.

6.3.5 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-Synopsis 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

6.3.6 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.

6.3.7 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.

6.4 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.)

7. 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.

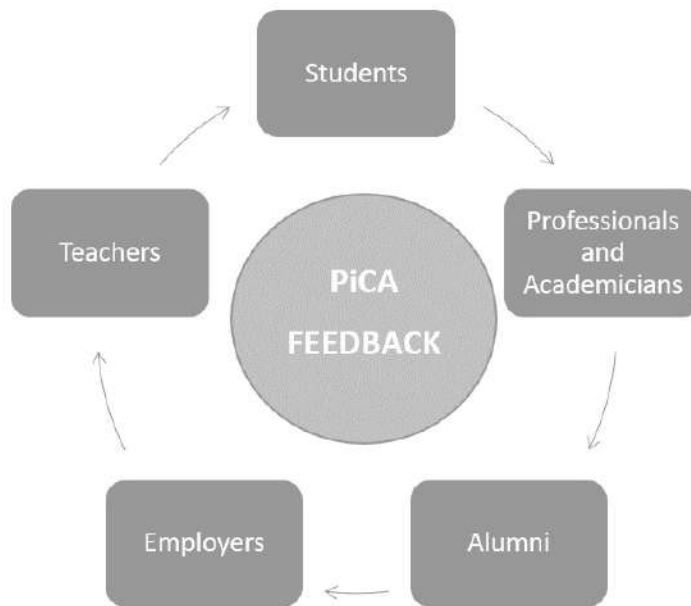


Figure 11: PiCA Feedback

7.1 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]

7.1.1 Stakeholders

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

7.1.2 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. Feedback is submitted online through google form.
3. The submitted feedback is analysed in in-built google form analyser system.
4. 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.
5. Graphical and tabular representations are used to derive implications and conclusions from the feedback.
6. Principal shares the feedback wrt infrastructure and facilities with the management for further action.

7. Principal prepares an action taken report based on the feedback received.

8. 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.

8.1 Exam responsibilities

8.1.1 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

8.1.2 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

8.1.3 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

8.1.4 Unfair Means Committee

- 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

8.1.5 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

8.1.6 Administrative Staff

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

8.2 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.

8.3 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.

8.4 Examination, Revaluation & Photocopy Forms

8.4.1 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.

8.4.2 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.

8.4.3 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.

8.4.3.1 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.

8.4.3.2 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.

8.4.4 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.

8.5 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.

8.6 Grievances Regarding Marks

All grievances regarding exams should be routed through the Grievance Committee
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.

8.7 Results, Revaluation and Photocopy

8.7.1 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).

8.7.2 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.

8.7.3 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.

8.8 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.

8.8.1 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.

8.8.2 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.

8.9 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

9. PiCA Plagiarism Policy - 2020¹

9.1 Preamble

Pillai College of Architecture (PiCA) was established in 1992 with Bachelor of Architecture program. In 2011-12 Master of Architecture in Urban Design was started. PhD program at PiCA commenced from the academic year 2017-18. All programs are approved by Council of Architecture, New Delhi. It is required that all students/researchers/faculty/staff follow ethical and moral principles in their pursuit of research writings. In this context when a researcher has unlimited access to online resource materials, plagiarism has become a serious problem in the academic community.

University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 have been published in The Gazette of India, dated the 23rd July, 2018. In pursuance of the aforementioned regulations, Pillai College of Architecture, New Panvel, has framed the following policies and regulations. This policy serves as a guide for all faculty members and students of PiCA to observe and maintain high academic standards, originality of academic publications, and to avoid academic dishonesty, cheating, stealing of others ideas and plagiarism.

9.1.1 Definition of Plagiarism

Plagiarism is defined as presenting another person's work as one's personal work. Presentation includes copying or reproducing it without the acknowledgement of the source. Plagiarism involves copying of: phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source.

Plagiarism can also denote the re-presentation of **one's own** published or unpublished work, ideas, images, opinions, inventions, music or recordings, artistic works, or computer-generated work without proper citing of source. This is generally known as self-plagiarism (University of Pretoria, 2010).

9.1.2 Examples of plagiarism^{2, 3}

1. Direct replication of one's work without duly acknowledging the original source.
2. Reproducing or transcribing work from one language to another without acknowledging the source.
3. Rewording of your own work or that of another without appropriately acknowledging the source.

¹ Approved vide No. Dated of Board of Management.(from the academic session 2020-21) (The Regulations have been made in pursuance of „University Grants Commission“s Academic Integrity and prevention of Plagiarism Regulation-2018

² Plagiarism Policy of University for Development Studies

³ Plagiarism Policy of Jagannath University, Jaipur-2018

4. Piecing together sections of the works of others or one's own into a new whole without proper citation.
5. Resubmitting work that has hitherto been graded.
6. Presenting a jointly produced work (in whole or in part) as one's own independent work.
7. Presenting the works of students with or without their consent as one's own.
8. Buying, stealing or borrowing assignments, experiments/results.
9. Paraphrasing the work of others without due acknowledgments.
10. Using ideas of someone else without crediting the originator.
11. And any other means which have not been listed here.

9.2 Anti-plagiarism Committees

Pillai College of Architecture has established two committees as per UGC's Academic Integrity and Prevention of Plagiarism Regulation-2018. The composition of these committees and their roles are reproduced below:

9.2.1 Institutional Academic Integrity Panel (IAIP)

There shall be an Institutional Academic Integrity Panel for every Faculty whose composition is as below:

- (i) Chairman - Principal/Senior Academician
- (ii) Member - Senior Most Professor of the concerned Department to be nominated by the Principal.
- (iii) Member - One member nominated by the Principal from outside the College.
- (iv) Member - A person well versed with anti-plagiarism tools, to be nominated by the Principal.

The tenure of the Panel members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

9.2.1.1 Role and Responsibilities of Institutional Academic Integrity Panel

- (i) "The IAIP shall consider the recommendations of the Departmental Academic Integrity Panel.
- (ii) The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- (iii) The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff of the university.
- (iv) The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- (v) The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the President within a period of 45 days from the date of receipt of the recommendation of DAIP/ complaint/initiation of the proceedings.

- (vi) The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted”.

9.2.2 Departmental Academic Integrity Panel (DAIP)

There shall be a Departmental Academic Integrity Panel (DAIP) whose composition shall be as given below:

- (i) Chairman - Head of the Department
- (ii) Member - Senior academician from outside the department, to be nominated by the President.
- (iii) Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department.

The Chairman of DAIP and IAIP shall not be the same. The tenure of the members shall be for two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

1.3.2.1 Role and Responsibilities of Departmental Academic Integrity Panel (DAIP)

- (i) “The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff.
- (ii) The DAIP shall have the power to assess the level of plagiarism and recommend penalty (ies) accordingly.
- (iii) The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint/initiation of the proceedings”.
- (e) And any other means which have not been listed here.

9.3 Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Zero Level: Similarities up to 10% - Minor similarities, no penalty
- ii. Low Level: Similarities above 10% to 40%
- iii. Mid Level: Similarities above 40% to 60%
- iv. High Level: Similarities above 60%

9.3.1 Procedure for Submission of Documents for Plagiarism check

PiCA already has a subscription of a Plagiarism Check Software. It would be available in the Institute’s Central Library. All students and faculty members should submit their soft copy of manuscript/thesis/dissertation to the librarian for plagiarism check prior to their final submission. The librarian shall supply the soft copy of the report generated on the plagiarism checking software and soft copy of the document to the concerned Principal/Head of the Department/Course Instructor and to the concerned candidate.

9.3.2 Procedure for the reconciliation of plagiarism reports:

If a case of plagiarism is found in the report generated on the plagiarism checking software supplied by the librarian then Supervisor/Course Instructor will instruct the candidate to revise his/her manuscript/Thesis/dissertation and resubmit for plagiarism check. If the final submission of the manuscript/thesis/dissertation does not meet the approved level of plagiarism, Head of the Department shall call a meeting of DAIP to consider the report and shall summon the candidate to hear the candidate's view. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff. On hearing the candidate, the DAIP shall submit its recommendations keeping in view the following guidelines:

The DAIP shall exclude the following at the time of performing the check:

- i. All quoted work reproduced with all necessary permission and/or attribution
- ii. All references, bibliography, table of content, preface and acknowledgments.
- iii. Phrases
- iv. All generic terms, laws, standard symbols and standards equations.
- v. Name of Institutions, Departments etc.

Departmental Academic Integrity Panel (DAIP) may recommend the penalty on the student/ researcher/ staff member on considering the severity of the Plagiarism to Institute Academic Integrity Panel (IAIP).

9.3.2 Penalties

Penalties: Penalties in case of plagiarism have been classified into four heads. They are:

- b. Penalties for plagiarism in submission of thesis/dissertations for Masters and PhD programs
- c. Penalties for plagiarism in academics and research publications
- d. Penalties for plagiarism in submissions of thesis/dissertations for Bachelor's program.
- e. Penalties for plagiarism in submissions of all types towards fulfillment of coursework requirements.

Penalties for plagiarism in submission of thesis/dissertations for Masters and PhD programs

For Zero Level Similarity: The similarity between documents is within the limit (not more than 10%) for putting some original results in proper context and all original sources are correctly cited. The similarity is not of such nature which directly affects the original findings of research. No further action is required. The Panel may recommend to IAIP that candidate may be permitted to submit the thesis/ dissertation without any penalty.

For Low Level Plagiarism : When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents outside the limit (above 10% to 40%), then the Panel may recommend to IAIP that candidate may be allowed to resubmit the work with proper citations within a stipulated time period not exceeding 6 months.

For Mid Level Plagiarism: Failure to cite proper citations, copying few paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit (above 40% to 60%). Then the Panel may recommend to IAIP that the candidate shall be debarred from submitting a revised script for a period of one year and shall be allowed to resubmit the work with proper citation and with a warning not to repeat the mistake again otherwise registration in the programme will be cancelled.

For High-Level Plagiarism: Deliberate and planned attempt to copy the work done by someone else. A large amount of data taken from someone else's work, artwork copying, source code copying etc. Intention to cheat is very clear. The similarity between documents is outside the limit (above 60%). Then the Panel may recommend to IAIP that the candidate's registration may be cancelled.

For Self Plagiarism: "Regarding self-plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate (Self Plagiarism Exclusion Certificate-Annexure-III) has to be issued by the supervisor specifying and attaching the articles that have been published by the student from the thesis work. Only these articles should be excluded from the check, no other article of student or supervisor should not be excluded from the check."

Similarity contents are from candidate's previous published work without proper citation. Candidate will be required to resubmit the work with proper citations. If the published work is co-authored by the others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him to use the work in his thesis.

For Repeated Plagiarism: The Panel may recommend to IAIP the penalty on repeated plagiarism that such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In the case where plagiarism of the highest level is committed then the punishment for the same shall be operative.

9.3.3 Penalties in case of plagiarism in academic and research publications

For Zero Level Similarity: The similarity between documents is within the limit (not more than 10%) for putting some original results in proper context and all original sources are correctly cited. The similarity is not of such nature which directly affects the original findings of research. The Panel may recommend to IAIP that No further action is required.

For Low-Level Plagiarism: When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents outside the limit (above 10% to 40%), then the Panel may recommend to IAIP that candidate shall be asked to withdraw manuscript.

For Mid Level Plagiarism: Failure to cite proper citations, copying few paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit (above 40% to 60%). Then the Panel may recommend to IAIP that

- i) The candidate shall be asked to withdraw manuscript.
- ii) The faculty member shall be denied a right to one annual increment.
- iii) The supervisor shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.

For High-Level Plagiarism: The similarity between documents is outside the limit (above 60%). Then the Panel may recommend to IAIP that

- (i) The candidate shall be asked to withdraw manuscript.
- (ii) The faculty member shall be denied a right to two successive annual increments.
- (iii) The supervisor shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

For Repeated Plagiarism: The Panel may recommend to IAIP the penalty on repeated plagiarism that such student shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In the case where plagiarism of the highest level is committed then the punishment for the same shall be operative. In the case of High-level Plagiarism, offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

9.3.5 Penalties for plagiarism in submission of thesis/dissertations for Bachelor's program

For Zero Level Similarity: The similarity between documents is within the limit (not more than 20%) for putting some original results in proper context and all original sources are correctly cited. The similarity is not of such nature which directly affects the original findings of research. No further action is required. The Panel may recommend to IAIP that candidate may be permitted to submit the thesis/ dissertation without any penalty.

For Low Level Plagiarism : When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents outside the limit (above 20% to 40%), then the Panel may recommend to IAIP that candidate may be allowed to resubmit the work with proper citations within a stipulated time period not exceeding 6 months.

For Mid Level Plagiarism: Failure to cite proper citations, copying few paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit (above 40% to 60%). Then the Panel may recommend to IAIP that the candidate shall be debarred from submitting a revised script for a period of one year and shall be allowed to resubmit the work with proper citation and with a warning not to repeat the mistake again otherwise registration in the programme will be cancelled.

For High-Level Plagiarism: Deliberate and planned attempt to copy the work done by someone else. A large amount of data taken from someone else's work, artwork copying, source code copying etc. Intention to cheat is very clear. The similarity between documents is outside the limit (above 60%). Then the Panel may recommend to IAIP that the candidate's registration may be cancelled.

For Self Plagiarism: "Regarding self-plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate (Self Plagiarism Exclusion Certificate-Annexure-III) has to be issued by the supervisor specifying and attaching the articles that have been published by the student from the thesis work. Only these articles should be excluded from the check, no other article of student or supervisor should not be excluded from the check."

Similarity contents are from candidate's previous published work without proper citation. Candidate will be required to resubmit the work with proper citations. If the published work is

co-authored by the others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him to use the work in his thesis.

For Repeated Plagiarism: The Panel may recommend to IAIP the penalty on repeated plagiarism that such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In the case where plagiarism of the highest level is committed then the punishment for the same shall be operative.

9.3.6 Penalties for plagiarism in submissions of all types towards fulfillment of coursework requirements (non-thesis) in Undergraduate Program

Plagiarism Penalty Scale

Degree of Seriousness	1 st Year / 1 st Incident	1 st Year 2 nd Incident	Other Undergraduate / 1 st Incident	Other Undergraduate / 2 nd Incident	3 rd or Further Incident
MINOR (Less than 10% of text 'copied')	Warning (marks must be deducted) Note on student's record	Cancellation of marks Opportunity for resubmission, the highest marks that may be awarded is 50% Note on student's record	Warning (marks must be subtracted) Note on student's record	Disciplinary Investigation thru DAIP and IAIP	Disciplinary Investigation thru DAIP and IAIP
MODERATE (More than 10%, but less than 20% of text 'copied')	Cancellation of marks Opportunity for resubmission, the highest marks that may be awarded is 50%	Cancellation of marks No opportunity to resubmit Note on student's record	Cancellation of marks Opportunity for resubmission, the highest marks that may be awarded is 50% Note on student's record	Disciplinary investigation thru DAIP and IAIP	Disciplinary investigation thru DAIP and IAIP

<p>SERIOUS (More than 20% of text 'copied')</p>	<p>Cancellation of marks</p> <p>Opportunity for resubmission , where the highest marks that may be awarded is 50%</p> <p>Note on student's record</p>	<p>Cancellation of marks</p> <p>No opportunity to resubmit</p> <p>Note on student's record</p>	<p>Cancellation of marks</p> <p>No opportunity for resubmission</p> <p>Note on student's record</p>	<p>Disciplinary investigation thru DAIP and IAIP</p>	<p>Disciplinary investigation thru DAIP and IAIP</p>
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(Source: University of Pretoria, 2010)

9.3.7 Penalty on Plagiarism reported after the of Award of Degree/credit

- 1 In case, any plagiarism is reported to the University when a degree or credit has already been awarded, then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the President.
- 2 Penalty on Plagiarism in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the President.
- 3 Penalties by IAIP: Institute Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism. Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the university only after academic misconduct on the part of the individual has been established without any doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair and transparent manner.
- 4 If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation, the DAIP shall investigate the matter and submit its recommendations to the Institute Academic Integrity Panel (IAIP) of the University.
- 5 If there is any complaint of plagiarism against the Head of Department/Authorities at the university level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.
- 6 If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.
- 7 Every student submitting a thesis/ dissertation, or any other such documents to the University shall be required to submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism (Annexure - II). The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the Institute / University.
- 8 Each supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free (Annexure-I).
- 9 The approved policy shall be placed on the homepage of the Institute"s website.
- 10 Soft copies of all Masters, Research program"s dissertations and thesis shall be submitted to INFLIBNET within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
- 11 All the thesis/dissertation/ paper/publication and other in-house publications of the Institute shall be displayed on Institute Repository on it's website.



Annexure-I

**Pillai College of Architecture
Plagiarism Verification**

- 1. Name of Student:
- 2. Title of the Thesis:
.....
.....
- 3. Name of Supervisor:
- 4. Official Designation:

The above thesis/ dissertation was scanned for similarity detection. The report is as follows:

Software used Date.....

Similarity Index: Total word count.....

The report is attached for the review by the Supervisor

.....
Signature of Student

The plagiarism report of the above thesis/ dissertation has been reviewed by the undersigned

- The similarity index is below accepted norms.
- The similarity index is above accepted norms, because of the following reasons:

.....
.....
.....
.....

This is certified that the thesis/dissertation is plagiarism free/ the similarity content is below accepted norms and does not affect the originality of research work. Therefore, the thesis may be considered for submission to the University. The software report is attached.

.....
Signature of Supervisor



Annexure-II

Pillai College of Architecture
Declaration by the Student

I declare that this written submission represents my ideas in my own words and where others' ideas or words have been included, I have adequately cited and referenced the original sources. I also declare that I have adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/data/fact/source in my submission. I have read and know the meaning of plagiarism and I understand that any violation of the above will be cause for disciplinary action by the Institute and can also evoke penal action from the sources which have thus not been properly cited or from whom proper permission has not been taken when needed. I understand that even after checking my thesis with the approved Plagiarism detection tool approved by the Institution/University, contents are found copied or come under plagiarism, I will be solely responsible for it and Institute / University shall have sole right to cancel my research work. I declare that this work has not been submitted by me for the award of any other Degree/Diploma in any other University / Institute. I shall be responsible for any legal dispute/case(s) for violation of any provisions of the Copyright Act relating to my thesis.

.....
Signature of Student

Name

Admission No.



Pillai College of Architecture
Self-Plagiarism Exclusion Certificate from Supervisor

The content of the chapters have been published in

- 1.
.....
- 2.
.....
- 3.
.....
- 4.
.....

This published work has been included in the thesis and has not been submitted for any degree to any University/Institute.

.....
Signature of Student

.....
Signature of Supervisor

Name:

Admission No.



Annexure-IV

**Pillai College of Architecture
Self-Plagiarism Co-authors Certificate**

We have published the following articles jointly:

Name of Article	Name of Journal / Book with the details (ISSN No., etc.)

We give our consent to Mr./Ms.to make use of these articles for his / her Ph. D. research.

The above research paper (s) have not been used by any of us for any degree / Diploma in any other University.

We shall be responsible for any legal dispute/ case(s) for violation of any provisions of the Copy Right Act.

Signature of Co-author

Name

Address.....

.....

Signature of Co-author

Name

Address

.....

Signature of Co-author

Name

Address

.....

.....

Signature of student

Name:

Admission No.

10. 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.

10.1 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.

10.2 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.



10.3 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.

10.4 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.

11. 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 raggers.

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.

12. Students Council (SENATE)

12.1 Constitution of the PiCA Students Council

PREAMBLE TO THE CONSTITUTION

The Student Council shall derive all its powers from the relevant authorities of the Institute, as defined in the Acts & Statutes of the Institute, and shall be subject to all rules and regulations laid down by these authorities.

Constitution of the PiCA Students Council

Constitution:

The Constitution for the Students of PILLAI COLLEGE OF ARCHITECTURE (PiCA), New Panvel is a set of guidelines that govern the conduct of the student body as a whole. It should be interpreted not just in letter but also in spirit.

The Students are entitled to the rights given to him/her and are obligated to the duties that are deemed to befit him/her by the Constitution.

Art.1 Name of the Organization

The name of the association shall be '**PiCA STUDENTS COUNCIL**'. This association shall be the elected and nominated representation of the General Body of bonafide students of Pillai College of Architecture.

Art.2 Aims & Objective

1. The association shall be an autonomous and non-profit making and non-political organization of the students of '**PILLAI COLLEGE OF ARCHITECTURE**'.
2. The association shall not encourage any action, which does not concern students and their interests.
3. The purpose of the association, subject to the above provision, shall be to perceive the under mentioned in entire independence of all outside influence.
4. The association shall maintain and promote the educational, cultural, social, moral, physical, economic and intellectual welfare of the students without any distinction whatsoever.
5. The association shall maintain and promote cooperation of students with the students of other faculties.

To realize the above objective the council shall:

1. Represent its members in relation with other student bodies and similar organization.
2. Collaborate in the exchange of information between itself and other student bodies.
3. Conduct all such activities that are incidental or conducive to the welfare of its members.

4. Collaborate with various organizations to put its resources to relevant use.
5. Spread awareness about itself and its works through print and virtual media.

Art. 3 Membership

All the students of the organization should accept its aims and objectives and agree to abide by the rules, regulations laid down in the constitution, and standing orders and other resolutions.

Art. 4 Admissions and Qualification for Membership:

1. The association shall be a federal body and its membership shall be open to all students of Pillai College of Architecture.
2. A onetime registration fee of Rs. 4500/- is payable to the association at the time of admission to the First Year.

Art. 5 Rights and Privileges of Membership

1. Be elected/nominated to represent his/her class at council meetings as a council member.
2. Through his/her member, any student can present issues before the general council.
3. Be briefed, through his/her council member, on the financial/cultural/any other aspect of the association activities.
4. Have access, through his/her council membership, to all records of the association.
5. To present before the council, any suggestion regarding amendment of the constitution.

Art. 6 The Structure

A. General Body:

1. The general body of the association shall be composed of the organization to be represented at meetings by elected/nominated representatives of their respective year.
2. The general body shall also include the members of the executive committee.

B. The Council

The managing body of the association shall be known as the 'Council' of the association. The Council shall be representative and deliberative body of the college with full powers and shall act on the decisions taken until the new council is formed. All members of the council shall have the right to vote. The council comprises the elected class representatives, Event Secretary, Cultural Secretary and the members of Executive Committee (as defined in 'D').

1. The Office Bearers:

- a. The President
- b. The Executive Coordinator

- c. The General Secretary
- d. The Cultural Secretary
- e. The Event Secretary
- f. The Sports Secretary
- g. Treasurer
- h. Class Representatives
- i. Community Service Secretary (Honorary member)

C. Eligibility:

President:

The Principal shall be the President/Chairperson of the Council and preside over the meetings of the Council.

Executive Coordinator:

Any bona fide full time faculty of the college is eligible to be nominated to the post of Executive Coordinator.

Elected Student Members:

Only those bona fide students of Pillai College of Architecture, who fulfill the criteria mentioned below for the ongoing year, will be eligible to stand for the election or be office bearers of any posts of PiCA students' council.

General Secretary:

1. Candidates should have served a minimum of one term as council member prior to nomination.
2. Candidates should have a clear academic record (no A.T.K.T).
3. Candidates should have regular attendance in classes in the academic year of elections.
4. Students from 2nd year B. Arch and 3rd year B. Arch fulfilling the above criteria are eligible to stand for the post of General Secretary.

Event Secretary, Cultural Secretary, Treasurer:

1. Candidates should have a clear academic record (no A.T.K.T).
2. Candidates should have regular attendance in classes in the academic year of elections.
3. Students from 2nd year B. Arch and 3rd year B. Arch fulfilling the above criteria are eligible to stand for the posts of Event Secretary, Cultural Secretary and Treasurer.

Class Representatives:

1. Candidates should have a clear academic record (no A.T.K.T).
2. Candidates should have regular attendance in classes in the academic year of elections.
3. Four students fulfilling the above criteria shall be elected representatives of their respective classes in the Students Council.

Nominated Student Members:

The posts of Community service secretary and the Publications team shall be nominated posts by respective Faculty in charges and the President.

D. The Executive Committee

The Executive Committee consists of these office-bearers of the organization – General Secretary, Treasurer, Executive Coordinator and the President of the Council. It shall have the over ruling right to decide on the constitutional matters in the case of a debate. The executive committee shall however have to be unanimous on the decision regarding amendment to any part of the constitution. It is mandatory for the Executive Committee to attend all the council meetings held during the year.

E. The President:

The Principal shall be the President/Chairperson of the Council and preside over the meetings of the Council and is expected to be present at the Executive Council and Council meetings held during the academic year.

Powers and Duties:

1. The President shall be an official member of all subcommittees setup by the council.
2. The President of the Council shall exercise a casting vote for breaking the tie in any matter before the Council including the election for any office bearing post of the council.
3. The President, in consultation with the council may take over the office of or appoint a new General Secretary, if dissatisfied with the functioning of the General Secretary.
4. The President shall as per his discretion act upon the suggestion put forward by any member of the association in consultation with the council.
5. The President shall have access to all official documents relating to all association matters and shall keep himself/herself apprised of all association activities.
6. The President has the power to take disciplinary action against any member in consultation with the entire council.
7. The President shall address the general body as and when required.
8. The President shall be a signatory, to the Council's bank account. She/he is also empowered to inspect the Council's financial transaction as recorded in the log book/bank statements.
9. The decision of the President in case of any dispute is final and binding.

F: The Executive Coordinator:

1. **Choice:**
The executive coordinator will be nominated from the Faculty body by the President of the Council.
2. **Term:**
The Executive Coordinator so nominated shall hold this post for a minimum of one term, which constitutes an academic session.
3. **Powers and Duties:**
 - a) To promote continuity in policies and purposes of the council.
 - b) To exert an advisory influence based on similar experiences in the past council.
 - c) To actively guide the treasurer, in all his/hers duties and advise him/her on various financial matters.
 - d) To assist the President in coordinating and formulating programs with a view to greater efficiency in council meetings and functioning.
 - e) To guide office bearers of the council in the direction of smoother and efficient execution of their duties.
 - f) To maintain contact with all of the representatives and the committee heads.

- g) To relay any information regarding the activities of the representatives and the heads of the committees to the President.
- h) Governs meetings when the President is unable to perform his/her duties.

G: General Secretary:

1. **Choice:**
The process of selection of the General Secretary will be through General Body Election.
2. **Term:**
Each General Secretary so chosen shall represent the Council for one year only. A 'year' means the ongoing academic year and till the new council is formed.
3. **Powers and Duties :**
 - a) The General Secretary shall be the secretary & convener of the Council, its coordinating Committee and its Executive Committee.
 - b) Will lead the Student Council as student leader and will represent the student body at all meetings/events at the Department as well as the Institute and campus level activities.
 - c) Will address general grievances of the students regarding all departmental facilities and bring the same to the notice of the Executive committee/Council.
 - d) Will initiate efforts to make students identify themselves with the Department. (Like bringing out Department T-shirt etc.)
 - e) She/he will maintain an inventory of all equipment belonging to the Student's Body of PiCA.
 - f) She/he will coordinate between the activities of Cultural secretary, Event Secretary, Community Service Secretary, Sports Secretary and the Council and General Body.
 - g) She/he will handle matters in areas not covered by other Secretaries or office bearers.
 - h) She/he will be held responsible for the discipline of the members during any meeting.
 - i) She/he shall be responsible for summoning the meetings of the council in consultation with the Executive Coordinator.
 - j) She/he shall be responsible for the smooth functioning of the organization.
 - k) Attend all the council meetings held in the year. She/he will be considered present for the quorum unless a written valid reason is given for his/her absence in advance.
 - l) She/he will be responsible for implementing all activities approved by the Students Council during his/her term.
 - m) She/he will be responsible for the minutes of all the council meetings and circulating the same to the attendees.
 - n) His/her vote will be neutral in case of voting in absentia. His/her absence shall be considered only in case of genuine circumstances. However, the Executive Committee will have to be informed regarding the same in advance.

H. Treasurer:

1. **Choice:**
The process of selection of the Treasurer will be through General Body Election.
2. **Term:**
Each Treasurer so chosen shall represent the Council for one year only. A 'year' means the ongoing academic year and till the new council is formed.
3. **Powers and Duties:**
 - a) Collection and payment of dues including membership fee, subscription fee, late fee etc. and completing all formalities relating to the same.

- b) To receive all crossed demand drafts/crossed cheques on behalf of the association, and after due scrutiny of its particulars, deposit the same in the association account before expiry.
- c) To issue crossed cheques for all payments including loans, reimbursement refunds etc. and forward the same to the respective payees after sanction of the budget by the council and approval from the President.
- d) To procure proper stamped receipts for all payments made.
- e) To issue stamped official receipts for all payments received on behalf of the association.
- f) To maintain with the association bank proper correspondence regarding deposits of drafts and cheques.
- g) To receive and file bank statement for the association account for each month. h) To verify all documents accompanying any payment and in case of ambiguous, incorrect, incomplete details, immediately return the same by registered A/D post, to the sender.
- h) She/he shall present the annual budget to the Council at the beginning of the academic year in the first quarter of the same.
- i) She/he shall present a quarterly review/statement of accounts to the Council during his/her tenure.
- j) He/ She will prepare a detailed account statement for the period of his/her tenure and have it verified by Executive Council and present the same to all Council members before handing over the charge
- k) To be in charge of all financial matters regarding the association.
- l) The treasurer shall be one of the signatories to all accounts maintained directly by the association.

I. Cultural Secretary:

1. Choice:

The process of selection of the Cultural Secretary will be through General Body Election.

2. Term:

Each Cultural Secretary so chosen shall represent the Council for one year only. A 'year' means the ongoing academic year and till the new council is formed.

3. Powers and Duties :

The duties of Cultural Secretary are:

- a) Lead the college with the General Secretary for all institutional and campus level events.
- b) Organize and be responsible for cultural events throughout the year, such as inter class events, festivals, Independence day and Republic day celebrations, movies, parties and social and cultural programs.
- c) Prepare a schedule at the beginning of the year for the activities planned and display it on a public forum.
- d) Prepare a budget keeping in mind the previous year's budget and plans for the coming year, and to submit it to the treasurer for getting the necessary approvals.
- e) Coordinate with faculty and staff for Independence Day, Republic Day and festive events.
- f) Maintenance of any audio/video equipment, musical instruments, etc.
- g) Coordinate the functioning of Clubs and groups like Dance club, literary club etc.
- h) The Cultural Secretary may call for selections and select coordinators from applicants based on criteria defined by the students Council for respective clubs or events.
- i) The Cultural Secretary shall decide all matters concerning internal and external cultural events in consultation with the Executive Committee.

- j) The Cultural Secretary shall bring to the notice of the students body, information regarding the cultural festivals of other Institutions and shall be responsible for forming teams of students which will represent PiCA in these festivals.

J. Event Secretary:

1. Choice:

The process of selection of the Event Secretary will be through General Body Election.

2. Term:

Each Event Secretary so chosen shall represent the Council for one year only. A 'year' means the ongoing academic year and till the new council is formed.

3. Powers and Duties :

The duties of Event Secretary are:

- a) Event Secretary shall represent PiCA as one point contact for information and participation, to any institute/group/individual conducting any architectural, photographic, quiz, design or any other technical or non technical event that furthers the holistic development of students in the field of architecture and design.
- b) The Event Secretary shall bring to the notice of the students body, information regarding the academic/technical/ inter collegiate/institutional events/competitions of other Institutions and shall be responsible for forming teams of students which will represent PiCA in these festivals.
- c) To encourage and enlist participation from students.
- d) To initiate and organize intra departmental or intra campus competitions, workshops and seminars.
- e) To assist Faculty In charge (workshops and seminars) in efficient and timely conduction and arrangement of workshops and seminar series.
- f) Organize and be responsible for academic and technical events throughout the year, such as inter class events, workshops, seminars.
- g) Prepare a schedule at the beginning of the year for the activities planned and display it on a public forum.
- h) Prepare a budget keeping in mind the previous year's budget and plans for the coming year, and to submit it to the treasurer for getting the necessary approvals.
- i) Maintenance of any audio/video equipment, etc.
- j) The Event Secretary may call for selections and select coordinators from applicants based on criteria defined by the students Council for respective events.

K. Sports Secretary:

1. Choice:

The process of selection of the Event Secretary will be through nominations from elected Class Representatives by the Council.

2. Term:

Each Sports Secretary so chosen shall represent the Council for one year only. A 'year' means the ongoing academic year and till the new council is formed.

3. Powers and Duties :

The duties of Sports Secretary are:

- a) Sports Secretary shall represent the association as one point contact for information and participation, to any institute/group/individual conducting any sports event.
- b) The Sports Secretary shall bring to the notice of the students body, information regarding the inter collegiate/institutional/University sporting events of other Institutions/campus /universities and shall be responsible for forming teams of students which will represent PiCA in the same.

- c) To encourage and enlist participation from students.
- d) To initiate and organize intra departmental or intra campus sporting events in consultation with Council.
- e) To assist Faculty In charge (Sports) in efficient and timely conduction and participation in sporting events.
- f) Organize and be responsible for academic and technical events throughout the year, such as inter class events, workshops, seminars.
- g) Prepare a schedule at the beginning of the year for the activities planned and display it on a public forum.
- h) Prepare a budget keeping in mind the previous year's budget and plans for the coming year, and to submit it to the treasurer for getting the necessary approvals.
- i) Maintenance of any sporting equipment, etc.
- j) The Sports Secretary may call for selections and select coordinators from applicants based on criteria defined by the students Council for respective events.

L. Community Service Secretary (Anubhuti):

1. Choice:

The process of selection of the **Community Service** Secretary will be through nominations and finally selected by Faculty In charge (community service), President and Executive Coordinator.

2. Term:

Each Community Secretary so chosen shall represent the college for one year only. A 'year' means the ongoing academic year and till a new secretary is selected. The same student can continue as Community service Secretary if reselected and in an academic position to discharge duties efficiently.

3. Powers and Duties :

The duties of **Community Service Secretary** are:

- a) She/he shall represent the association as one point contact for information and participation, to any institute/group/individual conducting any event related to community service.
- b) She/he shall bring to the notice of the students body, information regarding the community service events so organized and shall be responsible for forming teams of students which will represent PiCA in these events.
- c) She/he shall encourage and enlist participation from students.
- d) She/he shall prepare an agenda and schedule at the beginning of the year for the activities planned /for the selected project/s for the entire year and display it on a public forum .
- e) She/he shall prepare a budget in consultation with Faculty In charge (community service) for the same and submit it to the treasurer for necessary approvals.
- f) She/he shall assist Faculty In charge (community service) in efficient and timely execution of Community Service projects.
- g) She/he shall organize and be responsible for participation in Institute/Campus level community service programs like Uber rang.
- h) She/he will be an honorary member of the council and need not be present for all the meetings unless intimated.
- i) She/he may call for selections and select coordinators from applicants based on criteria defined by the students Council /faculty in-charge for respective events.

Art. 7. Election and its Mode



The posts of the Student Council are open to all members in good standing. The candidates standing for any post in elections must be students at the Pillai College of Architecture throughout their term of office if elected.

A candidate shall be declared elected if she/he secures a majority of votes among the members present and voting.

No member can exercise his/her vote unless she/he is present at the time of election.

The Executive Council reserves the right to reject any nomination as a disciplinary measure.

Election will be conducted by secret ballot. Outgoing General Secretary and an appointed Election Committee from existing Council members selected by President and Executive Coordinator would be responsible for smooth and unbiased conduction of election.

Candidates may apply for and hold only one position at a time.

In the event that an elected council member terminates office before their term is completed, the President of the Student Council shall appoint an interim to serve till the remainder of the term.

The President and the Executive Coordinator have the final right to accept or reject any nominations for any post to the Students Council. If any candidate is found to violate election rules, or in any way found unfit for contest, his candidature can be revoked by the President and Executive Coordinator. The decision in this regard will be binding to all.

A. Criteria and Eligibility for filing nominations:

Please refer Art. 6 C

B. Documents to be submitted by candidates for General Secretary, Event Secretary, Cultural Secretary, Treasurer:

1. Photocopies of their previous mark sheets.
2. Manifesto discussing their goals for the upcoming year
3. Past leadership experience, if any.

C. Campaigning:

- a) Election campaigning shall be in the form of a moderated debate at a time and place appointed by the President and Executive Co-coordinator. The debate will be moderated by a faculty panel. This debate will be only for the post of General Secretary.
- b) The candidates for the posts of Event Secretary, Cultural Secretary and Treasurer may present short speeches to the GBM on the appointed day of campaigning.
- c) The candidates' manifestos should be approved by the President and Executive Coordinator to avoid negative campaigning.
- d) The manifestos shall be displayed by the President on the day of the debate.
- e) Any other form of campaigning shall be eligible for disciplinary action decided by the President.

- f) Any material/activity that directly or indirectly has reference to elections, candidature or election scenario in campus will be deemed as amounting to campaigning. The decision of the Executive Committee in this regard will be final and binding.
- g) The candidates will not put up any poster, banner or any other material that will deface the premises of the institution.
- h) The candidates will not indulge in any negative campaigning.
- i) There should be no status messages on messengers or SMS by the candidates on matters which can be classified as campaigning.
- j) There should be no electronic means of campaigning by the candidates in both internal forum (Student's Corner) and external forums (Facebook, twitter or batch/bulk/section mails etc.). by the candidates. The rule applies to existing members of the Students Council as well.

Art. 8 Quorum and Notice of the Meetings

- 1. Meetings of the college council shall take place twice a month or as and when the President/Executive Coordinator / General Secretary summons them.
- 2. It is mandatory for all Council members to attend the Council meetings. It is compulsory for the members of Executive committee and secretaries to attend all Council meetings. If unable to attend She/he has to give a valid reason in advance and She/he will be accepting all the decisions taken by Council. His / her vote will be neutral in case of voting in absentia.
- 3. In absence of the President, his /her designee will preside over the meeting.
- 4. Continuous absence of council member for 2 consecutive council meetings without prior notice and approval to and from executive committee will attract suspension/removal from council.
- 5. Quorum for meetings is fixed at two-third units (classes) attending the meeting, subjected to a minimum of 50% of the total number of members of the PICA Council.
- 6. All the decisions taken by the council shall be considered valid, if they are taken in the presence of a quorum.
- 7. A general body meeting shall be held at least once a year.
- 8. An agenda must be prepared, approved by the President/Executive Co-ordinator and distributed at least 24 hours before the commencement of any council meeting or GBM. Responsibility for the same lies with General Secretary.
- 9. All meetings to be minuted in standard format specified, approved by the President/Executive coordinator and circulated to all attendees within 48 hrs of the meeting. Responsibility for the same lies with the appointed scribe/ General Secretary.
- 10. Records to be maintained in print of the same and kept with the Architecture Office.

Art. 9 Vacancy of a Post in the Council

Any post in the council can fall vacant due to:

- a) Resignation by a member.
- b) Impeachment by the Council, as a disciplinary measure.
- c) Termination of the bona fide student status of a member
- d) For any other appropriate reason.
- e) In case of the post of General Secretary /Cultural secretary/Event secretary/ Treasurer / Executive Coordinator falling vacant due to the above factors, a new General Secretary / Treasurer / Executive Coordinator, nominated by the President in consultation with the Council, will fill the vacancy for the remainder of the term.

Art. 10 Resignations and Impeachment

- a) Any Council member wishing to resign must notify the Council two weeks prior to date of resignation.
- b) Temporary replacements should be found within those two weeks by the resigning officer, or member, with the aid of the Council pending permanent appointment by the Council.
- c) The grounds must be explicitly stated in a resignation letter to be submitted to the President of the Students' Council.
- d) Before submitting his/her resignation the concerned member shall discuss his/her resignation with the Executive Coordinator.

Impeachment:

Any officer/ class representative may be impeached for misconduct –(defined as, failure to perform duties, attendance in Council meetings/activities, misuse of funds, forging of documents, indiscipline, corruption, disrespect of organization)

The member/officer shall be given a seven day notice and an opportunity to defend him/herself. This impeachment vote shall require a 2/3 majority vote of the Student Council and in case of Class representatives, signatures and names of more than 50% of the class represented.

- a) Any student (petitioner) wishing to impeach any office bearer shall collect the signatures of more than 50% of the students of the batch/class on a paper clearly specifying that certain Office Bearer/ Class representative is to be impeached and specifying the reasons for impeachment.
- b) In case, more than one member is to be impeached, then these signatures would have to be obtained on separate sheets of papers for each of the members, specifying the office bearers name and post and reason/s for impeachment.
- c) The petitioner will submit this to the President and Executive Coordinator in case of a motion against any Office Bearer/ Class representative.
- d) The petition must contain name, roll number and signatures of the students.
- e) The final and binding decision for the same rests with the President.
- f) The list of signatories will not be disclosed outside the Council.
- g) An Emergency GBM may be called in case of impeachment of Office Bearers.
- h) This EGBM shall be called for discussing the validity of the motion and giving the concerned office bearer an opportunity to present his/her case.
- i) An impeached office bearer can neither be nominated nor be selected for the same office bearer post in the next election.

Art. 11 Complaints

- 1) All complaints will be given in writing to the President/Executive Coordinator. The Council will look into the matter and decide upon it.
- 2) If the complaint is found to be valid the President will notify the voters about the complaint. She/he will also ask the candidate to stop his/her campaign forthwith (during election/campaigning period)

Art. 12 Sources Of Income And Utilization Of Funds

Source of Income:

All payments to the Council shall be created through cash and the receipt of the same would be provided. All the money collected would be deposited in a local bank account. The Association gets its income from the following sources.

1. Annual subscription fees collected as stated in Article 4.
2. Fine imposed in case of delayed payments of the subscription fees. The amount of fine will be decided by the Council.

Utilization of Funds:

1. A budget for the whole year should be prepared and submitted to the Council by the Treasurer within the first quarter of the academic year of forming the new Council.
2. All major expenses must be approved by the Executive Council.
3. 10% percentage of funds generated should be set aside for generating the Student Corpus.

Art. 13 Financial Year

1. The financial year of the Council shall be from the starting of an academic year till its end.
2. No previous claims can be accepted in the following financial year.

Art. 14 Audit of Account

The Treasurer shall be responsible for arranging an audit of the Council's account by a registered Chartered Accountant. She/he shall present a copy of the audit report to all Council members before the end of the financial year.

Art. 15 Operation of Bank Account

Council Account

1. The organization shall maintain a Council account, which shall be known as the 'PiCA Students Council'.
2. All cheques drawn and the cash withdrawals from the Council account shall bear minimum two signatures viz. Treasurer (mandatory) and the other of the President / Faculty Coordinator.

Art. 16 Anubhuti: Community Service Initiative

Anubhuti, the community service initiative of PiCA will be led by a Community Service Secretary, mentored by the Faculty In-charge, Community Service.

Art. 17 Campus Publications

- a) The Campus Publications shall strive to act as a forum for exchange of ideas on design, technology, humanities, art, national integration and social justice etc.
- b) The Publications team shall work with the Faculty In charge (publications and website) and bring out the annual magazine Vox and the newsletter Pica gram as per schedule.
- c) The team and Publication secretary shall be nominated by the Faculty In-charge (publications and website) and the President.
- d) The Publications team has to submit a budget to the treasurer for necessary approvals.

Art. 18 Record Keeping of the Council :

- a) Records of the council activities shall be maintained in print and soft copy and duly filed.
- b) The record file shall be kept in the Architectural College office.
- c) The records shall be accessible to any student of the college for perusal only upon application to the President.

Art. 19 Amendment of the Council Constitution

Any changes in the Council Constitution may be considered by the Students Council on the recommendation of the Executive Committee, and the same will be incorporated as an amendment into the Constitution.

12.2 Guidelines for Senate Budget

1. Budget guidelines are made with reference to the previous year expenditure, for coming years budget formation, a range has been created where money for specific events can be allotted using a given range for each event.
In-house faculty Remuneration 2k for conducting the **workshops**.
2. The Senate student council has successfully organized many events last year. The budget allotted for each event needs to be revised.
3. All the money spent on printing the poster, pins and traveling expenses of various institutions will go under Miscellaneous.
4. The Printing cost of VOX and Picagram will go under **separate allocation(magazine and newsletter)**.
5. The budget allocation for the particular event should be made 2-3 days before the event. otherwise, the event will be straight away canceled without any intimation.
6. The budget calculations and refund of student money should be returned within 2-3 days after completion of the event from the senate budget.
7. For the Traditional day event, the allotted amount for each house is Rs. 500, which is to be spent on decorations and preparation of the event (ex. 5 houses = 5*500=2500).

8. Kinesthesia is an event that needs to be attended by everyone who is enrolled for the architecture course in our college. The deposit required is mandatory.
 - a. Kinesthesia allocated a budget to be prepared two weeks before the event otherwise the event will be canceled by the Senate student council head and principal.
 - b. Need revision for the overall budget of kinesthesia.
 - c. For a five-day workshop 300 Rs to be collected from each student as a deposit. If they attend for all 5 days (with attendance record) then only the deposit amount will be refunded to the student (within two weeks of span), leftover deposit money will be added to the Senate student council account.
 - d. Deposit money will be collected by the PiCA admin department, via Google forms

Flexibility in the budget 50 % (amount transferable to other event on emergency basis)

10% reserved fund and balance fund from Total Fund received from students which will carry forward the coming academic year.

Following may be considered as an example of the same:

PILLAI COLLEGE OF ARCHITECTURE, New Panvel					
STUDENT COUNCIL BUDGET					
Sr.no	Event name	Range (%)	Budget allocated in AY 2022-23	Expenditure AY 2022-23	Budget allocated in AY 2023-24
1	Reserved budget	10%	10%	10%	10%
Events		Range	100%	100%	100%
1	Nirmal Design Competition	3%	3.2%	3.2%	3.2%
2	Cultural events	4-6%	3.2%	3.2	3.5%
3	Sports Events	5-7%	6.4%	1.8	6.8%
4	Freshers	7-9%	6.4%	4.1	6.8%
5	Farewell (B.Arch)	20-24%	22%	21.8	23%
6	Farewell (M.Arch)	2-4%	1.9%	0	2%
7	Clubs and Site visits	9-11%	9.7%	0	10%

8	Kinesthesia	20-22%	16%	16	19%
9	Workshops	9-11%	9.7%	0	10%
10	Competitions	3-5%	3.2%	0	3.5%
11	Guest Lecture / Public Talks (TA)	3-4%	3.2%	0	3.4%
12	M.Arch events	5-7%	4.8%	0	5.1%
13	Magazine and newsletter	1-3%	0%	0	1.5%
14	Miscellaneous	3-4%	3.2%	1.6	3%
Total			94%	51.7	94%
Balance			6%	48.3	6%

12.3 Guidelines for Senate

1. The Senate student council should have at least one meeting every month, to discuss conduction of the event and upcoming events.
2. Discussion on students who are not working from the senate student council committee will be given two warnings after that member will be straight away dismissed from position and will give a call for appointing a new member.
3. The senate student council budget Allocation for that academic year to be prepared after announcement of new council members within two weeks considering previous year events.
4. Senate student council activities calendars to be prepared within two weeks of the formation of a new student council considering previous year events and suggestions for new events.
5. Use the previous year format for preparing permission letters. Please ensure that every permission letter should have the name Senate student council head, Student council co-head, G-Sec, Joint G-Sec, Event head.
6. G-Sec and Joint G- sec will have access to the Senate student council Gmail account no other member will have access. They should make a Google drive folder in

which all the event data (permission letters, reports, posters, photos, budget files) will be stored.

7. The event poster and information about the event needs to be circulated to every class and faculty group before two days of the event, if not the event will be cancelled by the Senate student council head and Principal.
8. The calendar should be discussed before the event (well in advance) with the principal.
9. Calendar to be prepared for every month with a proper theme and same theme to be followed in making of the poster.
10. At the time of the event every member of the Senate student council committee must be present, if there are any serious health issues they should inform in writing to senate faculty head, co-head and cc to Principal.
11. Before taking a decision regarding any senate activities by G-Sec, it has to be discussed first with the Senate faculty head and principal.
12. Avoid delaying the events, Ensure that events start on time and end on time.
13. Organizing more playful activities so that students will gain more interest in attending the event.
14. Farewell event to be start on give time and minimum two faculty to be present for the event
15. Fresher's day event minimum two faculty should be present till end of the event (First year in charge and senate faculty head).
16. Photos of the events to be clicked using Note cam
17. All the arrangements of the event to be made prior avoid working on time.
18. We need more speakers for organizing the events, which will be useful for lectures.
19. Kinesthesia event
 - a. Decision of organizing the event or not, final decision will be taken by senate student council head and principal by looking at event preparations.
 - b. General body meeting for Students and faculty to know what are the workshops we are conducting, timings, dates, Guest speakers, Budget. etc
 - c. Posters to be prepared and pinned up before one week to start of the event.
 - d. Budget allocation for each workshop and total to be made two weeks prior to the event.

- e. Attendance list for individual workshops will have two columns: one attendance at the start of the event and one at the end of the event. It is mandatory to take the signature of the student instead of writing 'P'.
- f. By the end of the workshop It is the student's responsibility to check whether they have marked attendance or not.
- g. After taking the attendance for individual workshops, Attendance list to be signed by faculty in-charge and student council in charge.
- h. Submit all the attendance documents for all five days to the senate faculty head, its G-Sec and event head responsibility.
- i. Students are not allowed to take the final output home, it is the senate student council responsibility that they procure work and exhibit the same in PiCA college premises.

12.4 Guidelines for Pillai Campus College Festivals, Workshops and Events

12.4.1 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.

12.4.2 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.

12.4.3 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.

12.4.4 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 6.30pm.

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.

The management reserves the right to revoke permission of the event or bar future events if any of the above clauses are violated.

12.5 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:

12.5.1 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.

12.5.2 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.

12.5.3 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.

12.5.4 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.

12.5.5 The Photography Club (Visual Voyagers)

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.

12.5.6 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.

12.5.7 Books and Movie Club (Story tellers & explorers)

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.

12.6 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.

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?_=1



Competition – Nirmal



Competition - KIDC

12.7 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.



Community Service



Community Service



Latitude: 18.990702
Longitude: 73.12825
Altitude: -51.9±10 m
Accuracy: 68.4 m
Time: 09-21-2022 11:09
Note: Old Panvel, Panvel, N...

Community Service

12.8 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.



Sports - Football



Sports - Tug Of War



Sports - Kho Kho

12.8.1 Sports Complex Rules

12.8.1.1 Gymkhana and Health Club Rules

- 1) Use proper sports shoes/gym shoes inside the inside the gymkhana.
- 2) Improper shoes/dirty shoes to be removed and kept outside the gymkhana.
- 3) Complete silence to be maintained inside the gymkhana
- 4) However light music is permitted.
- 5) Carry proper valid college/school identity cards for using the gymkhana
- 6) Enter the name in the respective register before using the facility
- 7) Use own towels inside the gymkhana and it is compulsory
- 8) No eatables are permitted inside the gymkhana
- 9) Carry your own water bottles for the use during the work-out.
- 10) No changing of clothes to be permitted inside the gymkhana
- 11) Clothes to be changed inside the washroom/changing area
- 12) Do not bring your valuables inside the gymkhana
- 13) Gymkhana staff are not responsible for users items/valuables
- 14) Improper sports wears are not permitted including jeans/bermudas etc.
- 15) Take proper instructions from gym staff before using any equipment.
- 16) Proper decorum/discipline to be maintained inside the gymkhana.

12.8.1.2 GYMKHANA TIMINGS

S. NO	TIMING	COLLEGE
01	0630 – 0830 HRS	College Teams
02	0900 – 1100 HRS	Boys
03	1100 – 1300 HRS	Girls
04	1400 – 1530 HRS	Girls
05	1530 - 1700 HRS	Boys
06	1700 – 1900 HRS	Staff

MES has started a new air conditioned Health club at Dr.K M Vasudevan Pillai Campus gymkhana and is functioning from 01st May 2017 onwards. Everyone can avail this facility with a nominal user's fee.

For more details please contact 9323255600

Fee	Students	Timing	Staff	Timing
01 Month	500	9 am -11.30 am 2pm -5 pm Weekly 5 days	300	12 – 2 pm 4 – 7 pm Weekly 5 days
03 month	1200		750/-	
06 months	2400/-		1500/-	

MES Sports control board has started a Two Indoor Badminton courts at Dr.K M Vasudevan Pillai Campus Gymkhana. It is open for all students and staffs of Pillai group of Institutions. The entry forms are available with Sports office. Students from the surrounding area can avail specific training with a nominal fee and also avail it for recreational playing. Everyone can avail this facility with a nominal user's fee. For more details please contact 9323255600

For Recreational Playing: Pillai Institutions Students Only

Monthly Fee	-	Rs.600/-
Quarterly	-	1500/-
Half Yearly	-	2800/-
Yearly	-	5000/-
Per Hour	-	50/-(Without Club Racket & Shuttle)
Per Hour	-	75/-(With Club Racket)
Per Hour	-	100/-(With Club Racket & Shuttle)
Expert Training For All (Mon To Fri)		
Morning: 06 Am To 8am –evening 05 Pm To 08 Pm		
Per Month	-	1200/-
Quarterly	-	3200/-
Half Yearly	-	6000/-
Yearly	-	11000/-

12.8.1.3 Rifle Shooting Range

The Sports Rifle Shooting Range, " AIM HIGH" –at Dr.K M Vasudevan Pillai Campus is organizing regular training/Coaching camps for the school and college students of Mahatma Education Society from 04 PM to 07 PM on the following days:- Tuesday, Thursday & Saturday

Fee Structure

- (a)Monthly Rs.750/-
- (b)Quarterly Rs.2100/-
- (c)Yearly Rs.7000/-

The coaching will be conducted by international/national trainers and the Rifles for practice will be provided by the Range itself.

For further queries contact Sports Director MES Mob.9323255600

Rifle Shooting Range Rules

- 1) Use proper rifle shooting rig inside the range.
- 2) Improper shoes/dirty shoes to be removed and kept outside the range.
- 3) Complete silence to be maintained inside the range.
- 4) Carry proper valid college/school identity cards for using the range.
- 5) Enter the name in the respective register before using the facility
- 6) No eatables are permitted inside the range.
- 7) Carry your own water bottles for the use during the training.
- 8) No changing of clothes to be permitted inside the range.
- 9) Clothes to be changed inside the washroom/changing area.
- 10) Do not bring your valuables inside the range.
- 11) Range instructors are not responsible for users items/valuables
- 12) Take proper instructions from range instructor before handling the weapon.

13) Proper decorum/discipline to be maintained inside the rifle shooting range.

12.8.1.4 MFOD Sports Complex

Maintenance – Do's

- 1) Clean the floor with wet mop.
- 2) Spot clean the heavy marked spots, if needed.
- 3) Quick Clean' is a daily cleaning system that combines the ease and speed of dust mopping with benefits of wet mopping.
- 4) It can be helpful to put walk-off mats at all entries and exits to help remove abrasive dirt and grit from the shoes of people traffic.
- 5) Rubber mats should not be placed on the top of Herculan MF OD surface.
- 6) Only sports shoes to be used while playing.
- 7) The court area surface should be kept covered during any other maintenance work or any civil work, side walls painting, etc.
- 8) Use proper playing kits while using the MFOD Turf
- 9) Only organized sports training & practice to be conducted on the Turf.

Maintenance – Don'ts

- 1) Spike shoes of any type should not be used on the flooring.
- 2) Do not scrub floor with medium or hard polyester or nylon pads, steel wool, wire brushes, or abrasive flooring cleaners.
- 3) These types of materials can cause severe abrasion and damage the floor surface and cause undue wear to game line paint.
- 4) Do not apply any type of floor sealer, floor finishes or waxes of any type. Also do not sweep or dust mop floor with oil treated mops or brooms.
- 5) Even though these floors are resistant to staining and chemicals, dirt and spills should be removed as promptly as possible. Certain material can cause serious damage such as organic solvents (acetone, fingernail polish remover); tar. Wheels on equipment should be of rubber composition and should not be of metal.
- 6) To avoid scratches, avoid placing heavy equipment, tables, chairs etc. on the floor. Even light chairs etc. should not be pulled or rolled on the surface.
- 7) Please trim overhanging branches of trees to avoid bird dropping on MF OD floor.
- 8) Also, avoid high heeled shoes, stilettos, umbrellas with metal bar etc.
- 9) MF OD flooring should not be used for parties, lunch/dinners, etc
- 10) Should not move any portable trolleys on turf without supervision of sports staff

12.9 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.



Cultural Event – Alegria



Cultural Event – Alegria – Pottery



Cultural Event – Alegria – Origami



Cultural Event – Shivaji Jayanti

13. Alumni

Pillai College of Architecture (PiCA) takes immense pride in its vibrant and accomplished alumni community. We recognize that our alumni are a testament to the excellence of our programs, and their success is a reflection of the quality education they received at PiCA. In fostering a strong and enduring bond with our graduates, we appreciate their achievements and aim to keep them connected with the college. PiCA engages with its alumni through various avenues such as seeking their feedback, insights, and involvement in shaping the future of the institution.

1. Alumni Feedback

As a valued member of the PiCA family, we invite alumni to share their experiences during their time as students through dedicated feedback forms. These insights help us understand their journey, challenges faced, and areas where we can continually improve. Alumni are encouraged to provide constructive feedback and express how they envision contributing to the growth of PiCA.

2. Ways of Engagement

PiCA believes in sustaining a dynamic connection with its alumni through diverse engagement initiatives:

- a. Alumni Talks: Inspiring sessions where alumni share their professional journeys, insights, and experiences with current students.
- b. Thesis Forum: A platform for alumni to contribute to academic discourse by participating in discussions on contemporary architectural themes and challenges.
- c. Financial Aid: Alumni support in the form of financial aid for deserving students, fostering a spirit of giving back to the PiCA community.
- d. Scholarships or Awards: Recognizing outstanding achievements and contributions of alumni through scholarships or awards. Pradnya Gharat Memorial Award is an award offered to our final year student best thesis.
- e. Expert Lectures: Engaging alumni experts to deliver lectures, keeping students abreast of industry trends and advancements.
- f. Internships and Placements: Facilitating connections between alumni and current students for internship opportunities and career placements.



3. Support Services

PiCA extends various support services to its alumni, ensuring a seamless transition from student life to the professional world:

a. Transcripts: Alumni can easily apply for transcripts online through the dedicated application form and payment gateway. (<https://pica.ac.in/alumni/transcript-application-form-and-payment-gateway/>)

b. Letters of Recommendations: Faculty members provide letters of recommendation to support alumni in their professional pursuits and further education.

c. Placement Support: PiCA actively assists alumni in securing job placements, fostering a strong network within the architecture industry.

Alumni chapter encapsulates the enduring bond between Pillai College of Architecture and its graduates. It is a testament to our commitment to nurturing lifelong connections and celebrating the successes of our alumni. As we continue to grow and evolve, the contributions of our alumni remain integral to the legacy of PiCA. We look forward to a future filled with shared accomplishments and continued collaboration.