

Mahatma Education Society's  
**PILLAI COLLEGE OF ARCHITECTURE**  
(Autonomous)  
Affiliated to University of Mumbai  
NAAC Accredited "A" Grade

Dr. K.M. Vasudevan Pillai Campus, Sector 16, New Panvel, Mah. India 410 206.  
Tel.: 022 2745 6100 / 2745 1700 / 27481764 Fax: 022 2748 3208  
WEB SITE : [www.pica.ac.in](http://www.pica.ac.in) Email: [pica@mes.ac.in](mailto:pica@mes.ac.in), [pica.panvel@gmail.com](mailto:pica.panvel@gmail.com)  
ISO : 21001:2018; 9001:2015



Date: 23<sup>rd</sup> June 2025

**CONSTITUTION OF PUBLICATION COMMITTEE FOR THE AY 2025-2026**

Student's 'Publication Team' in PiCA plays a vital role in a student's academic tenure as it offers a platform for students to showcase their ideas, creativity and put up their perspective and knowledge. It fosters the idea of self-growth amongst students and work or improve on their areas of interest in context with the publication. The publications developed by the team is a portrayal of institution's quality work by the students and faculties. The works in the Team offer knowledge exchange within the students and faculties to ensure a positive peer learning, healthy competition and uplift capacities. It also helps to maintain a sense of community within the institution as readers connect with publications in diverse ways developed by the team members. The publications are not just limited to demonstration of creativity but also a learning of how to manage the work and the responsibility. So, it offers early learnings before joining the practice in architecture.

**Aim:**

To provide a platform for students to express creativity, share knowledge, and develop professional skills through publications that reflect the academic and cultural spirit of PiCA.

**Objectives:**

1. To document and publish the activities, events, and achievements of the institution, students, and faculties.
2. To maintain a record of the institution's legacy through consistent and quality publication.
3. To ensure timely publication of the annual magazine *VOX – A Voice of PiCA* and the biannual newsletter *PiCAGRAM*.
4. To select and promote themes relevant to architecture and allied fields.
5. To ensure the publications attract and connect with readers by being informative, creative, and appropriate.



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**Functions:**

1. **Theme & Content Planning** – Select a relevant theme and define the aim, objectives, and structure of the publication in consultation with faculty.
2. **Documentation** – Collect and organize reports, photographs, and achievements for inclusion in the publication.
3. **Content Development & Design** – Create, edit, and format written and visual content following standard guidelines.
4. **Review & Proofreading** – Ensure all drafts are thoroughly edited and approved by the student team and faculty.
5. **Publishing & Release** – Manage printing and ensure timely release of VOX and PiCAGRAM at institutional events.
6. **Progress Reporting** – Provide regular updates to faculty and maintain effective communication within the team.
7. **Reader Engagement** – Ensure content is creative, relevant, and connects with the intended audience.
8. **Team Coordination** – Maintain smooth workflow and productivity regardless of individual member availability.

**Publication Team in PiCA shall consist of following members and their duties:**

**A. Faculty Members:**

**1. Chairperson-**

**Principal- Dr. Sudnya Mahimkar**

**Duties:**

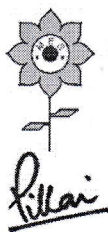
- Oversee the overall functioning of the Publication Team.
- Encouraging ideas and Ensure adherence to timelines for all publications (newsletters, magazines, etc.).

**2. Faculty coordinator-**

**Duties:**

- Work allocation and documentation
- Provide guidance, resolve queries, and encourage team collaboration.
- To keep a track on the progress.





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**3. Faculty Co-coordinator-**

**Duties:**

- Maintain and monitor documentation of the publication process.
- Proofread content prior to final submission.
- Finalize and communicate release dates for newsletters and magazines.

**B. Student members-**

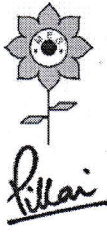
- 1. Head-** Publication head is responsible as a leader of the team, provider of a comprehensive guidance, and to co-ordinate with the team after connecting with the faculties for better output of the publication.

Following are the responsibilities of head:

- To put up collectively finalized ideas in front of advisors
- To head and coordinate
- Deciding timeline and deadlines
- Proposing the dates of releasing
- To extract the work along with the team
- Selection of works along with the team
- Printing and release of the publications

**2. Co-head-**

- Content creation and oversee the work of content team
- Guiding the team for content creation
- Editing of the content collected from the team, rectifying grammatical errors if required and proof reading.
- Maintaining Google/ word files for compilation
- Check for AI content or plagiarism
- Assisting Head for selection of the work and extract the good quality graphics of the selected work from the students.
- Oversee development of templates, graphics, page breaks, compilation and final edits for the magazine.



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List of committee members are as follows:

| Sr. No | Name                  | Designation            | Position                 | Mobile no  | E-mail ID  |
|--------|-----------------------|------------------------|--------------------------|------------|--|
| 1.     | Dr. Sudnya Mahimkar   | Principal              | Chairperson              | 9969168272 | <a href="mailto:sudnyamahimkar@mes.ac.in">sudnyamahimkar@mes.ac.in</a>                   |
| 2.     | Prof. Snehal Ghag     | Assistant Professor    | Coordinator              | 9969654286 | <a href="mailto:snehalghag@mes.ac.in">snehalghag@mes.ac.in</a>                           |
| 3.     | Prof. Neha Deshpande  | Assistant Professor    | Faculty Member           | 9920133812 | <a href="mailto:nehadeshpande@mes.ac.in">nehadeshpande@mes.ac.in</a>                     |
| 4.     | Ms. Madhura Deshpande | Student Representative | Student Member (Head)    | 7972758040 | <a href="mailto:dmadhura23barch@student.mes.ac.in">dmadhura23barch@student.mes.ac.in</a> |
| 5.     | Ms. Madhura Tandel    | Student Representative | Student Member (Co-Head) | 9372299224 | <a href="mailto:madhura24barch@student.mes.ac.in">madhura24barch@student.mes.ac.in</a>   |
| 6.     | Ms. Jasmine Varghese  | Student Representative | Student Member           | 9370689756 | <a href="mailto:vjasmine23barch@student.mes.ac.in">vjasmine23barch@student.mes.ac.in</a> |

*Handwritten signature and date: 23/06/2025*  
Prof. Dr. Sudnya Mahimkar  
Principal  
**PRINCIPAL**  
MAHATMA EDUCATION SOCIETY'S  
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10, Sector-16, New Panvel-410 206.



*Handwritten signature*  
Prof. Snehal Ghag  
Coordinator