



**Maratha Vidya Prasarak Samaj's**  
**College of Architecture**

# **Institution Governance**

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**Roles and Responsibilities of**  
**Faculty, Staff, and Institutional Bodies**

Udhaji Maratha Boarding Campus, off Gangapur Road, Nashik-13  
Ph. No : 0253-2570822 Mo. No : 907 500 7717  
Email : cansnashik@mvp.edu.in  
Website : www.cansnashik.org

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## Maratha Vidya Prasarak Samaj, Nashik

### HISTORY

The **Maratha Vidya Prasarak Samaj** is one of the most prestigious centers of learning in the State of Maharashtra. It has been over 108 years that it has stood the test of time to become legend of unparalleled stature. History says that the credit for the birth of M.V.P. Samaj goes to the young, enthusiastic and devoted team of social workers and educationists who were inspired by the lives of Mahatma Jyotiba Phule, Savitribai Phule and Rajashri Shahu Maharaj of Kolhapur. These young leading lights include Karmaveer Raosaheb Thorat, Bhausahab Hire, Kakasaheb Wagh, Annasaheb Murkute, Ganpat Dada More, D. R. Bhonsale, Kirtiwanrao Nimbalkar and Vithoba Patil Khandalaskar, who laid the foundation of the Samaj. They were the men who envisioned a culture and knowledge centric society. The motto of the Samaj reads as –

“

*Well being and Happiness of the masses to kindle the social cause.*

## OUR SOURCE OF INSPIRATION



Late. Karmaveer  
Raosaheb Thorat



Late. Karmaveer  
Bhausaheb Hire



Late. Karmaveer  
Kakasaheb Wagh



Late. Karmaveer  
Annasaheb Murkute



Late. Karmaveer  
Ganpatdada More



Late. Karmaveer  
D.R.Bhosale



Late. Karmaveer  
Adv.B.G.Thakare



Late. Karmaveer  
Adv. Vitthalrao Hande

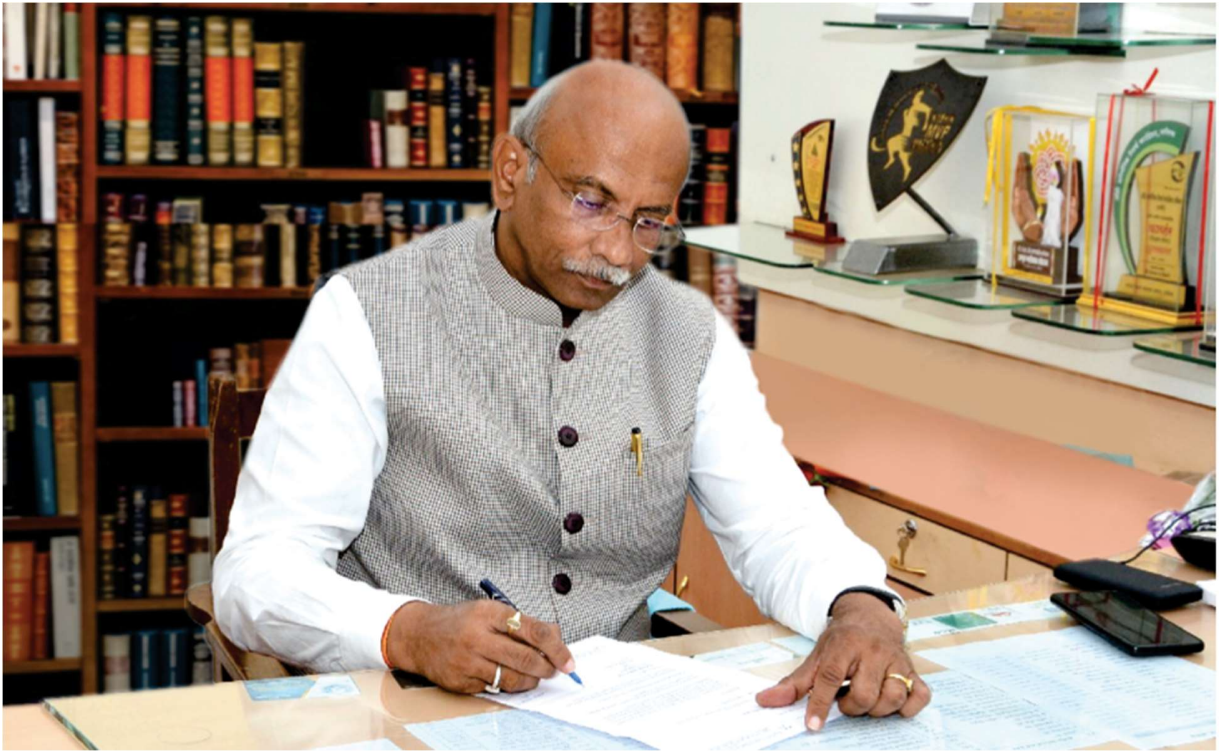


Late. Karmaveer  
Dr.Vasantrao Pawar

## OUR VISION

In our 108 years of journey we have developed many schools and colleges which are providing knowledge to lakhs of students every year in a very well mannered. Despite of such development there are few schools and colleges in the tribal area of Nashik district which needs development, which needs all basic amenities so that the students can get knowledge in better environment and develop their future very well. The reason for such condition is that such schools are not government-funded and due to lack of funds these schools are not able to progress.

Our vision is to make all such schools and colleges very well developed with all the required amenities and for this we need helping hands which can help us in terms of fund or anything as per your capability. And together we can build bright future of such students and help them to become responsible citizen on India.



***Hon. Adv. Nitin Baburao Thakare***

As a Century-old education trust, we take immense pride in our enduring commitment to providing quality education. Our journey, spanning over a century, has been marked by unwavering dedication to nurturing young minds, fostering innovation, and shaping future leaders. We, guided by a profound vision, have continuously strived to create a dynamic and inclusive learning environment that empowers students to excel academically and develop essential life skills. With a legacy built on excellence and a future oriented towards progress, we remain steadfast in our mission to inspire, educate, and transform generations to come. We look forward to continue with growth, collaboration, and shared success. we will ensure that our trust remains a beacon of excellence in education for generations to come. Together, we embark on this educational voyage with renewed enthusiasm, keeping the flame of knowledge burning bright With heartfelt appreciation and anticipation

## GOVERNING BODY [ 2022-27 ]



**The PRESIDENT**  
Hon. Dr. Sunil Uttamrao Dhikale



**The VICE PRESIDENT**  
Hon. Shri. Vishwas Bapurao More



**The SABHAPATI**  
Hon. Shri. Balasaheb Ramnath Kshirsagar



**The UPSABHAPATI**  
Hon. Shri. Deoram Baburao Mogal



**The SARCHITNIS**  
Hon. Adv. Nitin Baburao Thakare



**The CHITNIS**  
Hon. Shri. Dilip Sakharam Dalvi

## MANAGEMENT MEMBERS [ 2022-27 ]



Shri. Adv. Sandeep Gopalrao Gulve  
(Igatpuri)



Shri. Ravindra Shankar  
Deore (Kalwan)



Shri. Dr. Sayajirao Narayanrao  
Gaikwad (Chandwad)



Shri. Pravin Eknath Jadhav  
(Dindori/Peth)





**Shri. Adv. Laxman Fakira Landage**  
(Nashik City)



**Shri. Shivaji Jayram**  
Gadakh (Niphad)



**Shri. Amit Umedsingh Borse**  
(Nandgaon)



**Shri. Dr. Prasad Prabhakar**  
Sonawane (Satana/Baglan)



**Shri. Adv. Rameshchandra**  
Kashinath Bachhav (Malegaon)



**Shri. Nandkumar Balaji**  
Bankar (Yeola)



**Shri. Krushnaji Ganpat Bhagat**  
(Sinnar)



**Shri. Vijay Popat Pagar**  
(Deola)



**Shri. Ramesh Pandurang Pingale**  
(Nashik Rural)



**Smt. Shobha Bhagwat**  
Boraste  
(Woman Representative)



**Smt. Shalan Arun Sonawane**  
(Woman Representative)



**Prof. Dr. Sanjay Khanderao**  
Shinde  
(Staff Representative)



**Shri. Chandrajit Dayaram Shinde**  
(Staff Representative)



**Shri. Jagannath Madhukar**  
Nimbalkar  
(Staff Representative)



## MVPS's College of Architecture

Udhaji Maratha Boarding Campus, off Gangapur Road, Nashik

Phone : 0253-2570822. Email : cansnashik@mvp.edu.in

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### VISION of the INSTITUTE

To be an internationally renowned Institute; by providing the best education in the field of Architecture and Design and creating globally competent professionals who will contribute towards Societal development, Innovation, & Research.

### MISSION of the INSTITUTE

- To provide design education amongst the masses.
- Establishing and promoting various knowledge domains like Technology, Environment, and Humanity benefitting society and nation.
- To impart outcome-based education with effective planning and implementation of academic activities.
- Collaborating with various professionals, NGOs, industry, etc. for creativity and inclusivity.
- To promote research culture amongst architects and designers.
- To nurture and execute the Institute Philosophy –  
*“Coexistence with Nature and Learning by Doing”*

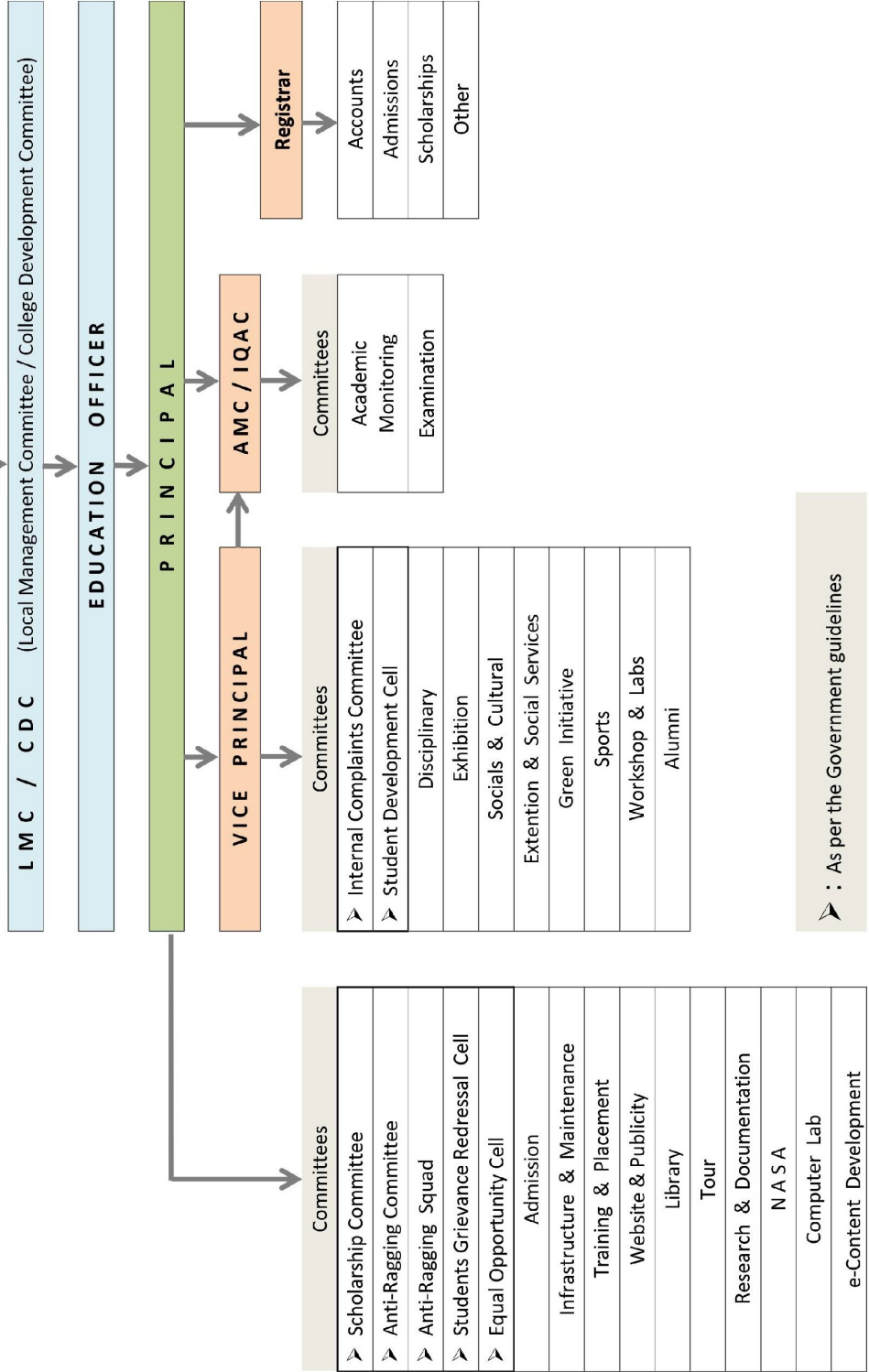


## MVPS's College of Architecture

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**Maratha Vidya Prasarak (MVP) Samaj's - Executive Council**

**Maratha Vidya Prasarak (MVP) Samaj's - Board of Directors**



## **POLICY DOCUMENT**

### **Functions / Duties and Responsibilities**

#### **1. GOVERNING BODY**

The Governing Body of the institute has, among others, members drawn from the industry, affiliating University and experts from academic field. The Governing Body gives direction to the institute.

Its Functions and Responsibilities are –

1. Formulate academic aims and objectives of the institution and guide the institute towards the achievement of the same.
2. Examine and consider the recommendations of the College Development Committee (CDC) and prepare a road map for achieving the goals of the Institution.
3. Monitor academic, research and other related activities of the institute and guide them in the correct direction.
4. Consider the important communications, policy decisions received from the University, Government, COA, AICTE, UGC, etc.
5. Encourage and facilitate institute to apply for Accreditations/Certifications, if any.
6. Facilitate starting of new UG / PG Programmes, deciding on discontinuing any existing Programmes and increase/decrease intake into any UG / PG Programme.
7. Facilitate checking the audited income and expenditure accounts and approve the same for the institute annually.
8. Consider the recommendations of the staff selection committee and approve the same.
9. Facilitate and encourage institute faculty to apply for research projects/proposals.
10. Consider and facilitate institute to resolve legal/court cases, if any.
11. Monitor the student and faculty development programmes to achieve the end objective.

#### **2. COLLEGE DEVELOPMENT COMMITTEE (CDC)**

As per Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017) clause 97, College Development Committee (CDC) is established for every five years by the Organization.

Its Functions and Responsibilities are –

1. Planning and executing the overall academic growth of the institute by making recommendations to the Governing Body, wherever necessary.
2. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council (NAAC), etc.

3. Prepare an overall comprehensive development plan of the institute regarding academic, administrative, and infrastructural growth; and Enable Institute to foster excellence in curricular, co-curricular, and extra- curricular activities.
4. Recommending the Governing Body for providing the necessary infrastructural, human resources and other requirements for progressing towards achievement of the vision of the institute.
5. Facilitating, functioning of library, labs, workshop, sports department and other learning resources of the institute.
6. Make specific recommendations to the Organization to encourage the use of information and communication technology in teaching and learning process for faculty and staff.
7. Encouraging collaboration with other academic institutes and industry to strengthen teaching and research.
8. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the institute.
9. Make specific recommendations to the Organization to encourage and strengthen research culture, consultancy, and extension activities in the institute.
10. Plan major annual events in the institute, such as annual day, sports events, cultural events, extension activities etc.
11. Creating a conducive environment for development of entrepreneurship.
12. Recommending the Organization for encouraging students with awards, stipends, scholarships, medals and prizes and soon.
13. Facilitating the co-curricular activities of the students.
14. Inspiring students to be creative and innovative and recommending Organization to encourage them with financial support towards the same.
15. Prepare the annual financial estimates (budget) and financial statements of the institution and recommend the same to the management for approval.
16. Formulate proposals of new expenditure not provided in the annual financial estimates (budget).
17. Make recommendations regarding the students' and employees' welfare activities.
18. Recommend the administration about appropriate steps to be taken regarding the discipline, safety, and security issues of the institute or institution.
19. Discuss the reports of the IQAC and make suitable recommendations.
20. Prepare the annual report on the work done by the committees and submit it to the Organization.
21. Involve the institute in activities and events organized by the Organization in various capacities.
22. Appointing committees amongst the institute teaching faculty and experts from outside, in order to

sort out and advice on specific academic issues and consequently acting on the recommendations of such committees after due consideration.

23. Recommend to the Organization about introducing new academic courses.

### **3. PRINCIPAL**

Responsibilities include:

Reporting to the CDC of the Institute and assisting them in the following functions –

- a) Regulation / Monitoring
- b) Visionary Functions
- c) Leadership Functions
- d) Strategic Planning and Implementation
- e) Developmental Functions
- f) Code of Conduct for Principal

#### **a) Visionary Functions**

The following are some of the visionary functions of the Principal –

- Developing a long-term model for the institution and working for realizing of the Vision in close association with CDC & Executive Council of the Organization.
- Establishing necessary systems, procedures, and policies facilitating towards realizing the Vision.
- Taking steps at regular intervals which facilitate towards realizing the Vision.
- Should take up many more functions suiting to the requirement and needs of the institution from time to time.

#### **Planning**

- The Principal requires prepare long term as well as short term plans and present them to the Organization.

#### **Execution and Reporting**

- The Principal requires to present regular annual reports to CDC about all the activities and functions that have been conducted in the preceding year, and proposed activities in the coming year.

#### **b) Leadership Functions**

These are the most critical functions of a Principal of an academic institution. With the fulfillment of these functions, the Principal will exhibit the true qualities of a leader by being a role model to all his / her colleagues.

The following are some of the leadership functions –

- The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
- Take-up research, publication, consultancy & training and establish credentials as academician of international standard so as to gain acceptability among all the faculty members being a true academic leader.
- To set high standards of discipline, commitment, and involvement in work pattern.
- To inspire all his / her colleagues towards the achievement of the goals of the institute and leading them from the forefront.
- Exhibiting sacrificial attitude and set model for all the staff.
- Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.
- To develop, monitor and guide IQAC for excellence in systems/pedagogies and academics.

#### **c) Developmental Functions**

Principal also needs to take-up developmental functions which are very important for the development of the institution.

The following are some of the developmental functions to be taken up by the Principal –

- Developing the working and learning culture in the institution.
- The Principal needs to locate, contact, and invite the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
- Nurturing and facilitating the faculty and giving all the necessary guidance and support.
- Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
- Focusing on building the quality for the institution par excellence.
- Developing necessary infrastructure more importantly library, workshop, labs with an ambience.

#### **d) Strategic Planning & Implementation**

Principal needs to shoulder various strategic functions which are aimed at developing network and develop alliances which pay rich dividends in long term.

The following are some of the strategic functions –

- Developing a strong association with industry, research, and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the institute.

- Developing a strong industry /professional support and getting the professionals /industrialists and business people on various advisory bodies of the institute.
- Developing Institutional Collaborations.

### **e) Regulation / Monitoring**

One of the important responsibilities of a Principal is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as Council of Architecture (CoA), Savitribai Phule Pune University (SPPU), Department of Technical Education (DTE), and the Social Welfare Department; along with the expectations of the Organization, students and their parents.

The following are some of the important responsibilities –

- Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
- Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline, and conduct.
- Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
- Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / CoA / Organization.
- Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases & procurements, accounts & audit, and any such other matter related to the administration of the institute.
- Monitoring all the liaisons activities with government, corporate, academic bodies / institutions.
- Monitoring the liaison of activities with departments within the institute and most importantly with the Organization.
- Monitoring the conduct of meetings on behalf of the institution which include the meetings of CDC, IQAC, Faculty and staff members, Class Coordinators, Subject Heads, and Committees.
- Monitoring the procurement and purchase of the entire necessary infrastructure like Furniture & fittings, lab equipment, books, and any such other requirement for the institution as per the prescribed procedures.
- Monitoring the auditing and inspections of the institution conducted by the regulatory bodies such as CoA, Government, University, and the ones conducted by the Organization.
- Maintaining the infrastructure of the institution with the help of concerned staff.



- Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

#### **f) Code of Conduct**

- The post of the Principal is appointed by the Organization as per rules of CoA and Govt. of Maharashtra and it is approved by affiliating University – Savitribai Phule Pune University (SPPU)
- Principal is fulltime academic and administrative officer of the college and will act as drawing and disbursing authority.
- Before leaving campus during working hours, he/she should make alternative arrangements for functioning of day today activities in the college.
- Principal should prepare budget, put it before the LMC (Local Management Committee) / CDC for sanction and execute it with commitment.
- Principal has to administer faculty and staff on the campus and make optimum utilization of the available Infrastructure.
- Principal should be punctual and cooperative to all his colleagues and seniors.

#### **4. VICE PRINCIPAL**

Facilitates the Principal for –

- Identifying core competencies of the Institution.
- Developing strong Teaching-Learning Environment.
- Developing Strong Industry Support for Collaborative Learning.
- Assist for conducting Committee Meetings like Governing Council, CDC, etc.
- To take advise/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
- Monitor smooth running of the classes & ensure timely completion of syllabus.
- Monitor academic discipline among the students.
- Conduct Regular Committee meetings to know the difficulties if any and progress.
- Interact with students to know their academic problems and take necessary actions.
- Monitor and Evaluate Academic audit conducted by IQAC.
- To assign the teaching responsibilities and duties for conduction of the activities in the institute.
- To design and implement the academic timetables.
- To ensure allocation of workload (teaching load and studio load) to all faculty members.
- To collect teaching Plans from the teachers and ensure they follow the plan and complete it in the

stipulated time.

- Based on the reports, take corrective actions if any for the timely completion of Syllabus.
- To co-ordinate with the teaching and non-teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
- To ensure smooth conduct of examinations along with the CEO, including paper setting, assessment of theory and viva voce in co-ordination with the Controller of Examination (SPPU).
- To invite guest speakers for interaction and guidance to the students.
- Monitor Faculty & Students counseling i.e., ‘Mentor–Mentee’ Activity.
- Take progress from faculty about Site Visits, Study Tours, and Field Case Studies of the Students.
- Monitor and assist to organize Institute level FDP for Faculty quality Improvement.
- Encourage the faculty to attend the Conference / FDP’s etc.
- Monitor & assist for Online learning Opportunities for Students, Development of technology Interface for Outcome based Education.
- Monitor & assist for Scaling up Alumni Network, Organizing Alumni Meet.
- Any other Responsibilities assigned by the Principal from time to time.

## **5. INTERNAL QUALITY ASSURANCE CELL (IQAC)**

*Reference: Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions (AQAR format based on the revised manual of Affiliated/Constituent Colleges) (Revised in April, 2020)*

### **a) Objective**

The primary aim of the IQAC is –

- To develop a mechanism to promote conscious, consistent, and catalytic action plans to improve the academic and administrative performance of the institution.
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

### **b) Strategies**

IQAC shall evolve a mechanism and procedures for –

- Ensuring timely, efficient & progressive performance of academic, administrative & financial tasks.
- Ensuring credible assessment and evaluation processes.
- Optimization and integration of modern methods of teaching and learning.

- Ensuring the proper allocation, adequacy and maintenance of support structure and services.
- Adoption of relevant and quality academic and research Programmes.
- Sharing of research findings and networking with other institutions in India and abroad.

### **c) Functions**

- Development and application of quality benchmarks.
- Setting parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process.
- Collection and analysis of feedback from all the stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters to all the stakeholders.
- Organization of intra- and inter-institutional workshops and seminars on quality- related themes and promotion of quality circles.
- Documentation of various Programs / activities leading to quality improvement.
- Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality.
- Periodical conduct of Academic and Administrative Audits along with their follow-up activities.
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

### **d) Formation**

The IQAC should be constituted in every institution under the chairpersonship of the Head of the Institution with heads of key academic & administrative units and a few teachers as well as few distinguished educationists and representatives of the local management and stakeholders.

- The IQAC should meet at least twice in each semester.
- The quorum for the meeting shall be two-thirds of the total number of members.
- The Agenda, Minutes and Action Taken Reports are to be documented and maintained electronically in a retrievable format.

The composition of the IQAC is as follows –

1. Chairperson: Head of the Institution
2. One of the senior teachers as the Coordinator / Director of the IQAC
3. Teachers to represent all levels (three to eight) – Prof., Asso. Prof., Assi. Prof.
4. One member from the Management
5. Few Senior administrative officers
6. One nominee each from local society, Students and Alumni
7. One nominee each from Employers / Industrialists/Stakeholders

#### **e) Role of the IQAC**

- To conduct the Perspective Plan meeting at the beginning of year.
- To define its objectives and chalk out a work plan to achieve them and also specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled.
- To devise procedures and instruments for assuring quality for CIE, for Mentor-Mentee activity, for Stakeholder management, and for Feedback forms
- The IQAC has to ensure that whatever is done in the institution for higher education is done efficiently and effectively.
- The IQAC may derive support from the already existing units and mechanism that contribute to the functions listed above.
- The Operational features, and functions should be implemented by the IQAC coordinator for academic excellence and institutions may adapt them to their specific needs.
- To discuss with the chairman for deriving and implementing functions as and when necessary.
- To organize an interactive and feedback session with faculty members and students, parents, alumni, industry following the guidelines given by Governing Body, Institute development committee to strengthen the Teaching Learning process.
- To organize review-based planning of academic policies for the growth of the Institute.
- To develop a monitoring system for quality assurance of the policies.
- To prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to Governing Body/NAAC.
- The IQAC shall create its exclusive window tab on its institutional website for keeping the records / files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload / report on its activities, as well as for hosting AQAR.

## **f) Academic Activities**

1. Preparation of Academic activities & guidelines before the commencement of the Semester.
2. Uploading of Academic Plans prepared by respective faculty members on the institute portal.
3. To conduct the meeting of faculty members for various academic tasks to discuss the plan of action for their respective responsibilities.
4. To assist in monitoring following activities like Seminars, Remedial Classes, Mock-Up Tests, etc.
5. To suggest various value-added Programmes and to coordinate the execution of the same.
6. To suggest academic exercises / projects / site-visits / guest lectures for implementing the Philosophy of the College.
7. To develop the CIE process and monitor them for effective implementation.
8. To guide, develop, analyze and implement the academic policies for the institution as a whole.
9. To assist in the preparation of various rubrics regarding feedbacks from students and stakeholders, examination result, Course assessment, placement, etc.
10. To coordinate the process of online feedback from students about Teaching-Learning process and communicate the assessment of the same to respective faculty members and Department.
11. To assist in collection and analysis of feedbacks from the following stake-holders –  
Parents, Industry Experts / Academicians who are visiting the institute, Executives of professional bodies like IIA, IIID, A & E association, and Alumni
12. Collection of ‘Teaching Course Outcome Feedback’ from students at the end of the semester.
13. Collection of ‘Programme Exit Survey’ from final year students at the end of the academic year.
14. To co-ordinate with Subject Heads in IQAC for academic activities organized for respective subjects, completion of the syllabus at the beginning, in the middle, and at the end of each semester.
15. To coordinate the collection & compilation of self-appraisal forms from faculty members at the end of academic year.
16. To organize the review /audit of all the academic activities by a team of internal experts and external experts and present the observation in the meeting of CDC for further guidelines.

## **6. CLASS COORDINATOR**

The class coordinators are assigned with the various responsibilities such as –

- Establishes good communication with the students and discusses all significant issues like –
  - ✓ Attendance – Importance of not missing even one lecture as continuity is important in Architecture & Design education (understanding of current day's lecture is dependent upon understanding of previous lecture).

- ✓ Number of credits required to get promoted.
- ✓ Semester system and how it's different from Annual system & vice versa.
- ✓ Importance of sessional work and how they may lose marks if they are absent for studio / non-submission of assignments, project reports, etc.
- ✓ Importance of assignments and how students lose marks for non/incomplete submissions.
- ✓ Importance of having higher percentages, and how it helps in the development of their career.
- Makes students fully aware of their responsibility to meet performance standards (Putting in 75% attendance and passing with good marks) and that failure to do so may result in detention.
- Coordinates with the student class representatives regarding establishment of study groups and nominate one student as leader of each group.
- Ensures all students shall be encouraged to participate in study groups on a continuing basis. Class coordinator shall monitor inclusiveness to insure participation by all students in the class.
- Acts as mentor and counsellor, in resolving student related difficulties.
- Conducts monthly reviews with class representatives, documents the same if required, and submits to the Principal.
- Encourages class cohesiveness and camaraderie through inclusive, appropriate events, i.e. social activities, community service, etc.
- Explaining the rules of detention and promotion from previous year to further years.
- Informs Principal about necessity of making alternate arrangement for lectures and practical when a faculty is absent.
- Inform the parents of the students whose attendance are < 75 % and arrange to ensure parents meet the Principal particularly in the case where student's attendance is < 50 %.
- Assists the Vice Principal with dispatch of student's attendance midterm reports to parents.
- Assists the Vice Principal with computation of semester attendance of the corresponding class at the end of semester and ensures submission of the same to Principal's office.
- Any other responsibility that may be assigned by Principal from time to time.

## **7. FACULTY**

### **a) Appointments**

The Institution follows the guidelines given by SPPU and Council of Architecture for eligibility criteria for appointments of the Faculty members at all positions. Selection for appointments are done from the applications received which are eligible and are competent to serve in the Institution. The selection procedure prescribed by SPPU, Govt. of Maharashtra and CoA are followed.

The Organization has laid down the policies for Professional Academic Units. These policies give the guidelines for appointment, recruitment, administrative set-up, service rules and procedures. The roles and responsibilities of Personnel at various posts are broadly defined in the Policy of the apex body. This is adhered to by the entire Faculty. The Institution is permitted to do the necessary modifications and implement them with the approval from CDC / LMC for effective and smooth day-to-day conduct.

#### **b) Code of Conduct and Academic Duties**

- The faculty members are given the freedom to formulate the exercises in a manner suitable to the class conduct within the syllabus as mentioned by SPPU.
- The teaching faculty members will be assigned administrative duties and responsibilities other than their academic responsibilities.
- All the faculty members are expected to have good coordination and team work between each other.
- Various committees are formed for the smooth running of the institute and faculty members are assigned responsibilities as per their experience, area of interests and capabilities.
- Senior faculty to help / guide junior faculty in various academic activities, lesson preparations, etc.
- A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment evaluation as the Principal shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- Develop methodology in consultation with IQAC to educate students about the topic (problem solving, small group discussions, site visits, hands on working, etc.) and then implementing the same in the classroom.
- Development of course handouts and reference material.
- Development of audiovisual / multimedia materials for the lessons.
- Prepares and executes Lesson Plan.
- Completes the syllabus within the stipulated time.
- In consultation with the Subject Head, assures that course content, allows students to meet outcomes associated with that course.
- Be available for student consultation on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal counselling).
- Prepares and maintains the data relating to results in assessment tasks, exams and attendance.
- Attends meetings of the Subject Head and Class coordinator to discuss issues affecting learning and other classroom issues.

- A faculty shall help the Principal to enforce and maintain discipline amongst the students.
- A faculty shall perform any other co-curricular work related to the Institute as may be assigned to him from time to time by the Principal.
- Maintain attendance record of students.
- Provides information about job opportunities in their respective field to placement cell.
- Guides students on career opportunities.
- If associated with the Workshop –
  - ✓ Designs new experiments, if any.
  - ✓ Prepares workshop reports.
  - ✓ Ensures the availability of himself / herself in the workshop during workshop periods for explanation, if needed.
  - ✓ Ensures availability of equipment needed for the workshop in proper functioning.
  - ✓ Recommends for procurement of equipment, if any for the smooth conduct of all experiments.
- Ensures quality, maintenance and cleanliness of the institute, classrooms, and studio.
- Carries out research/innovative Programmes in the institute.
- Organizes need based workshop / seminars / symposia / visits / excursions etc.by coordinating with the Principal.
- Invites guest speakers and experts from industry / profession for interaction and guidance to the students.
- Should exercise leadership in their role as supervisors by acting as positive role models, acknowledging the work of staff and encouraging initiatives, responsiveness, and leadership amongst staff.
- Should facilitate for weak and strong students' extra efforts learning by implementing the educational goals and priorities of the college and system.
- Teachers should exercise efficient and effective resource management.
- Does alternate teaching arrangements while applying for any leave with approval of the Principal.
- Prepares documents for approval from IQAC and Principal with all details.
- Conducts revision classes / practice question banks before exams.
- Should accept and cooperate for all exam related responsibilities and duties.
- Faculty should follow the code of conduct specified by SPPU.
- Seek to make continuous growth through study, research, and practice.
- Maintain active membership of professional Organizations for personal growth and increasing the collaborations and associations for the institute.



- Participate in extension, co-curricular and extra-curricular activities including community service.
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- Any other responsibility that may be assigned by Principal / Vice Principal.

### **c) Punctuality**

- Teachers reports to the class on time.
- Biometric system is used to maintain the duty hours, the reporting time being 8.00 am.
- Teachers coming after 8:15 are considered late.
- Three late comings are marked as one casual leave. If Teachers come after 9:30 half days leave is considered for the same.
- Teachers leaving the campus during work hours take a gate pass duly signed by the principal. A teacher can avail the gate pass maximum 2 times a month for 45 minutes each.

### **d) Career Advancement Scheme**

The institution believes in being abreast with the developments in the profession as well as the field. All the teachers are encouraged and supported to participate in workshops academic, seminars, conferences conducted and organized by professional Organizations and other academic institutions.

- Paper presentations are to be done by faculty in appropriate conferences based on the individual's area of expertise.
- The faculty is supported for 50% expenses for paper presentations in conferences.
- The registration charges of the training programs attended by faculty of B-Arch are borne by the institute as prescribed by COA.
- To guide the faculty towards preparing their personal academic file for regular promotions to higher posts.
- To identify the faculty for advancement programs such as COA organized FDP in a rotation pattern.
- To assure all the faculty members are supported for benefitting from academic upgrading activities and professional upgrading activities.

## **8. SUPPORT STAFF**

### **a) Appointments for Support Staff**

The Organization appoints the administrative staff such as Office Superintendent, Accountant, Senior & Junior Clerk for Exams, Admission and Scholarship department. Competent and Eligible parsons are

appointed through a selection process.

Service rules are framed by the organization referring to the Govt. of Maharashtra.

#### **b) Code of Conduct**

- Support staff has to adhere to the official timings as stipulated and maintain punctuality.
- Use all work hours productively and ensure that their activities in the workplace do not impede the effective operation of their department.
- Maintain a supportive environment while performing their assigned duties.
- Respect confidentiality in all matters.
- Understand the job scope, practices, and procedures relating to their position.
- Ensure accuracy and thoroughness in the performance of the assigned duties and complete them to the best of their ability.
- Manage time effectively.
- Be well-organized.
- Demonstrate ability to solve problem within the scope of their position.
- Demonstrate ability to work independently when appropriate.
- Take initiative for regular work and developing one's abilities.
- Notify office Superintendent (O.S.) if they are unable to come to work.
- Submit leave application to the O.S. if want to avail vacation well in advance.
- Staff has to maintain confidentiality of all documents. All letterheads, forms and other stationery bearing the logo of the Institute shall be use responsibly.

#### **c) Office Superintendent**

Administrative officer is the over-all in charge of administrative functions, responsible to Principal for Campus maintenance, Security of institute property, and personnel, canteen operations, Public relations, Health Centre, transport among others; and implementation of ERP in areas of - Administration, Finance & Accounts, Student's Admission & Support (Library, Exam, etc).

His specific duties and responsibilities are as follows –

- Assists the Principal in the day-to-day administrative functions of the institute.
- Assists the Principal in procedures of approval from SPPU, CoA, SSS, PNS, SWD, AICTE etc.
- Assists the Principal in the admission process, scholarship department and various related processes.
- As the custodian of the institute property records, manages the filing, storage and security of documents.

- Co-ordinates provision of, and maintains, the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories , washrooms, electrical installations, RO plants, bore wells, furniture, transport vehicles, telephones, photo copiers, Fax machines, Air conditioners, Computers, Printers, CC Cameras, Water Coolers, etc.
- Ensures campus security and safety of personnel through administering the Agreement with security service providers.
- Oversees the functions of Caretaker, responsible for the upkeep of buildings, grounds, offices, etc.
- Monitors CC TV and other surveillance equipment, if any, to guard against vandalism, break-ins and reports such incidents to the Principal, Organization, and to Police, with proper approvals.
- Identifies training needs of office staff, and organizes staff development Programmers.
- Recruits ministerial, contingency staff, and drivers in co-ordination with Organization following prescribed procedures.
- Monitors and controls repair and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
- Any other functions assigned by the Principal from time to time.
- Monitors coordination within Accounts Section, Submission Dept., Exam Dept., Workshop, Library, Admission, and Scholarship for effective administration.
- Coordinates with the office of the Organization for permission and approvals of activities of the institution.
- Coordinates with agencies / suppliers / service providers for implementation of proposals according to the guidelines of the Organization.

#### **d) Librarian**

Major roles and responsibilities are as follows –

- To approve the identification of Books / Magazines / Journals / etc for procurement; recommended by various entities such as - University, Faculty, Students, Visiting Faculty, etc.
- To prepare Annual Budget for the Library.
- To discuss the quotations for new purchase, vendors with Principal.
- To do periodic check-up of the condition of Books, Magazine & Thesis Sections, Storage, Seating, Computers, Racks, Book Search Facility, Photo-copy Facility, Digitalization Process, etc.
- To implement e-Governance in the library.
- To guide for the e-Resource Data preparation; such as e-Books, Academic Database, e-Linkages to other Institutional Libraries, etc.

- To supervise the overall discipline of the library, and to resolve the grievances.
- To update the library according to the ‘Standard Format’ w.r.t. the listing, segregation, and numbering of the books & shelves.
- Roles and responsibilities are developed and maintained in the library for smooth functioning.

#### **e) Accounts Officer**

Responsible for the following activities in consultation with the Office Superintendent –

- Writing and maintaining accounts, cash books / ledgers.
- Preparation of monthly accounts including writing of cash books, books of accounts.
- Verifying bills prepared.
- Preparation and consolidation of budgets pertaining to all departments / sections / centers.
- Cash collection to deposit in bank particularly.
- Supervision of challan writing and remittance to bank
- Preparation of daily receipts and challans and submission of associated details along with remittance details to Office Superintendent / Principal for scrutiny.
- Maintaining & renewing the Fixed Deposits in banks on a timely basis in consultation with O.S. and the Principal.
- Verification of cheques and bills.
- Writing daily collection register for institute accounts.
- Writing demand draft register, and other forms of money value register
- Preparation of audit reports and replies.
- To disburse the payments / remunerations to guest lecturers, experts coming for academic conduct.
- Preparation of salary reports.
- Attending to the subject of income tax, and performing TDS at source for all payment transactions
- Monitor and Assist in Group Insurance, Student Welfare scheme, Scholarships.
- Writing Caution deposit register, if any.
- Any other accounts related function assigned from time to time.
- Responsible of keeping the following in safe custody –
 

✓ Bill books / receipt books	✓ Vouchers
✓ Files pertaining to accounts/purchases	✓ Cheque books / passbooks
✓ Registers	✓ Bank challans
✓ Cash books	✓ Fixed deposit certificates
✓ Ledgers	✓ Other important office documents

#### **f) Physical Director**

- Reports to Principal about the Students Affairs
- Ensures smooth conduct of sports
- Ensures proper use of sports material and facilities
- Purchase of sport items by coordinating with Principal.
- Encourages students to participate in zonal/university tournaments
- Creation and upkeep of sports facilities
- Proposing annual budget for sports
- Ensures discipline among students in campus
- Ensures No Ragging activity takes place
- Oversees medical facilities on campus
- Helps in the Organization of various events in the institute.
- Organize Annual Sports event for students and Faculties.

#### **g) Administrative Training for Staff**

- The Organization shall conduct Training Programs as proposed by the government authorities and department.
- The Organization shall coordinate with the institution for the staff to attend the courses.
- The institute shall organize upgrading sessions and seminars for the staff of all departments with the ERP consultants as and when required.
- The institute shall arrange for training programmes regarding ethical, responsible behavior, peer group working, time-bound work completion, etc for improving the work performance.

### **9. LEAVE RULES**

#### **a) Casual leaves**

- The staff should make an application to the Principal for leave two days prior/in advance.
- To adjust the academic schedule with respective co teachers and inform them.
- 8 casual leaves can be availed in one academic year.
- Casual leaves cannot be taken between two holidays.
- Casual leaves should not be taken in continuation of weekend holidays.

### **b) Medical leaves**

- Medical leaves are granted as per the code decided by the Organization.

### **c) Sabbatical leaves**

- Sabbatical leaves are granted as per the policy defined by the Organization from time to time.

### **d) Compensatory leaves & Duty Leaves**

- Extra working hours and days apart from regular working days can be converted into leaves if required by the faculty and staff.
- Compensatory leaves should be discussed with the Principal / Vice Principal / HOD and then applied for; to take care of academic schedules.
- Compensatory off cannot be taken in- between two holidays or in continuation of weekend holidays.
- The faculty members who are assigned examiner duties in other colleges are granted Duty leave for the same.
- Faculty members attending Conference for Paper presentations, accompanying students for Study Tours are granted Duty Leaves.
- The faculty member should discuss in advance for the grant of Duty Leave with the Principal.
- The Faculty members should submit necessary documents of attendance for claiming the leaves.

## **10. PERFORMANCE AND EVALUATION OF STAFF**

- The institution / Organization evaluates faculty based on teaching, research, administrative responsibilities and participation in development activities & administrative responsibilities and due importance is given to all the activities.
- The institute evaluates non-teaching staff based on performance in technical work and administration related activities, co-curricular, professional, development related activities, general conduct and qualities.
- A structured “Self-Appraisal Form” is provided to each faculty member for this purpose at the end of each Academic Year.
- Staff & faculty members give the details of his / her performance and participation in all the activities assigned to him / her in the college for the last academic year completed.
- The Principal gives remarks on the performance of the faculty & staff members and the form is sent

to the Organization for further perusal.

- Faculty & staff is conveyed their evaluation report and is suggested ways of improving their performance under various heads.

## **11. STUDENTS : CODE OF CONDUCT**

- The students should keep the identify card with them regularly.
- Whenever the identify cards are requested by the relevant authorities, they should submit it.
- Smoking, chewing tobacco, use of explosive or dangerous substances, consuming drugs or alcohol in any form is strictly prohibited in the college campus.
- Copying in any examination, keeping, notebook pages, directly or indirectly possessing the wrong way, exchanging answer sheets or supplementary of answer sheets, allowing proxy writer will be treated as an offence and necessary action will be taken on the student.
- No student shall collect money without written permission of the principal.
- No notice shall be put on the notice boards, including black boards without the written permission of the principal or the faculty members authorized in the matter concerned.
- Students shall not organize picnic, excursion trips etc, on their own, without the written permission of principal. All programmes, meetings, gatherings, picnics etc. will be organized only with prior written permission of the principal.
- Students are prohibited from doing anything inside or outside the college that will interfere in college administration or affects its public image.
- No outside influence, political or any other should be brought into the college, directly or indirectly.
- The rules set by the college principal needs to be followed time to time. The principal's decision is final in all cases and it is mandatory for all students.
- The students who bring bicycles or two wheelers have to park their vehicles in the parking area allotted for them in the college.
- Follow strict adherence of discipline in and out of college campus and public places.
- Stringent actions will be taken if rules are violated.

### **a) Classroom**

- The students are expected to be punctual and reach college by 8.00 am. Disciplinary action is initiated against latecomers.

- Courtesy and respect must be the key aspects of student's behavior. Disrespect and disobedience may result in disciplinary action, involving suspension or even expulsion.
- Attendance in all lectures/studios/tutorials/test/examination is compulsory for all subjects.
- A student, who is not regular in attendance or fails to carry out his/her work satisfactorily, is liable to cancellation of his/her terms.
- Every student must have a minimum attendance of 75%. The student who does not have minimum required attendance of 75% of actual lectures/studios/tutorials/tests/assignments conducted in each term or do not show satisfactory progress in their internal assessment will not be allowed for college/university examinations.
- The student who remains absent for the internal assessment/examination due to his/her illness shall be required to submit the medical certificate, along with the application endorsed by parent.
- Scribbling on the walls and desks etc. is prohibited. If any student is found scribbling the walls/desks, disciplinary action shall be taken against him/her.
- Act in a safe and responsible manner.

#### **b) Extra-Curricular Activities**

- Students should attend the various programs arranged by the college from time to time.
- The attendance for national events is compulsory.
- The students have to ensure that they take care of college property during socials and in various activities such as Ganesh Idol making, Dahi Handi etc.
- Students have to obtain permissions with the help of faculty from various authorities to conduct programs with loud speakers beyond the stipulated time limit.

#### **c) Exhibitions and Socials**

- The dates and duration of socials and Exhibition to be decided along with the concerned faculty members.
- The students should get the schedule of exhibition, theme of the socials and the workshops to be conducted in the Socials, approved from the faculty members of the Socials and Cultural Committee.
- The students should maintain discipline and behavior while working in the campus in the post college hours.



- The students should get the budgets and the guest identified for the socials approved from the faculty members of the Socials and Cultural Committee.
- The students should adhere to the pre decided timings of the various programs.
- Students are strictly prohibited from getting outsiders for college programs.

#### **d) Study Tour**

- The students should submit the Parent's No-Objection Certificates and Medical Certificates before embarking on the tour.
- To maintain appropriate dress code during the tour.
- Drinking and Smoking is strictly prohibited in the duration of the tour.
- The students should maintain a correct decorum and uphold the image of the college.
- The students should behave properly and cooperate with fellow passengers during travelling.
- The students have to follow the directions issued by the faculty from time to time.

#### **e) Ragging**

- Ragging is strictly prohibited in the college premises and outside. Students indulging in ragging will be punished as per "UGC Regulations on curbing the Menace of Ragging in Higher Education Institutions, 2009, published in the Gazette of India dated 4th July 2009.
- Such students will be expelled from the college and F.I.R will be lodged with the police against them. Moreover, it will be mentioned in the college leaving certificate of such students that they are expelled because of their indulgence in ragging.
- Students with a previous record of ragging are not admitted to this college.
- Anti-Ragging Committee and Anti-Ragging Squad is constituted to control and prohibit ragging.
- Inform students of the two committees, their roles, etc at the beginning of each Academic Year; especially for the 1<sup>st</sup>Yr B-Arch.

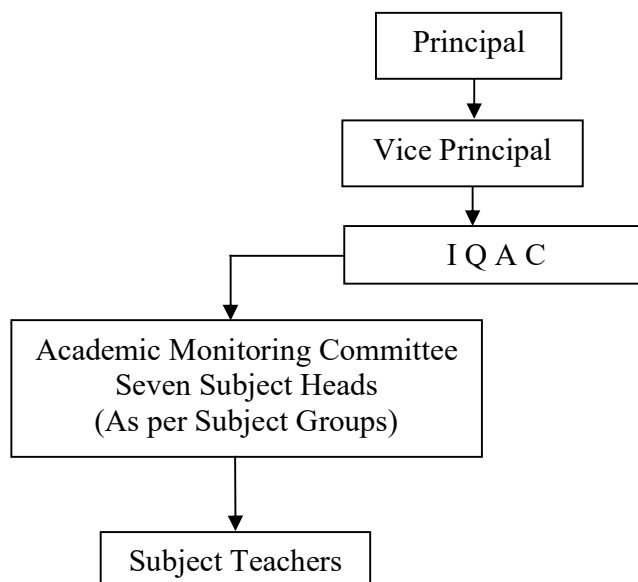
#### **f) Rules for Parking**

- All Vehicles should be parked in the parking area provided by the institute.
- A vehicle should be properly locked and parked.
- A vehicle without a lock will not be allowed in the parking.
- The institute will not be held responsible for vehicle parked outside parking area of the institute.

- Parking for faculty members is separate.
- Procuring of PUC and wearing of helmets is mandatory for vehicular users.

## 12. ACADEMIC POLICY

- The Institute is headed by the Principal. The Academic Conduct of the college is monitored by the (IQAC). An Academic Monitoring Committee (AMC) is constituted, which functions under the guidance of the Principal and Vice Principal / IQAC. Subject Heads are identified for various groups of subjects under AMC. Seven Subject Heads are identified. Class coordinators are appointed for all the classes. The roles and responsibilities for Subject Heads, Class coordinators, and Subject Teachers are identified in the previous chapters. The Flow Chart shown below, explains the Academic responsibilities at various levels.



- The Vice Principal work out teaching load calculations according to Subject allotment, advises and discusses with the Principal. AMC to get Teaching Plan from all the Subject Heads and checking it. The Vice Principal also monitors and advises about the conduction of various Certificate Courses, Identification of Visiting Faculty. Activities that involve practical exposure and field works are planned for the students are also monitored by Vice Principal.
- The IQAC works actively towards framing the policies for CIE, Integrative pedagogy, Design Projects Exercises and Studio conduction, preparation of E- resource, Documentation, Mentor Mentee, Feedback Mechanism., Audit Courses, and Execution of Institute Philosophy.

### **a. Academic Conduct**

The academic conduct for B-Arch is conducted as specified by the SPPU syllabus. The syllabus is designed to prepare the students to face the challenges which the profession will throw at them. The interdisciplinary nature of architecture is considered while integrating various subjects which will familiarize the students with various knowledge domains. These domains include Humanities, technology, Construction Techniques, domains like Services, Civil Engineering, etc. The core Subject of Design is supported by Building Technology, Working Drawings, Services, and various courses which give the students a holistic learning experience. Design studios are planned to encourage student participation and foster collective learning. Working on Design briefs from the real-life context is encouraged whenever it is possible. Architectural education is not limited to the classroom; hence it is ensured that a semester of Practical Training is included to give the student a well-rounded education. The institute takes special efforts to ensure an integrated learning experience. The integration of various subjects in a semester, teaches the students the application of the subject. The course assessment is done based upon the Credit Based System. The institute promotes hands-on workshops, Seminars, and Guest Lectures to support the syllabus. This is also in keeping with the Institutes philosophy of “**Learning by Doing and Co-existence with Nature**”. The institute also promotes various Social Service activities and Social and Cultural programs to ensure that the student develops a well-rounded personality.

### **b. Continuous Internal Evaluation (CIE)**

- The institute follows the Evaluation system as specified by the SPPU; as per which the method of ‘Continuous Internal Evaluation’ is followed to have a clear and methodical assessment process.
- At the beginning of the academic year, each faculty prepares a stage-wise CIE declaration schedule for their particular Subject(s).
- The CIE and it’s declaration to the students is integrated with the Subject Teaching Plan and overall Academic Calendar prepared in the beginning of each semester.
- The assessment is based on the subject requirements (Aim & Objectives in the Syllabus) and broadly distributed under various heads as: Written Assignment, Graphical Assignment / Sheets, Model making / Softwares, Site Visit Reports, Design Problems, Numerical, Field Work, etc.
- Students who are defaulting and/or needs improvement are identified by the class coordinator.
- The class coordinator conveys the names to the administration for communication with parents.
- The improvements required in the submissions are communicated to the students.

- At the end of the semester the faculty members compile all the internal evaluation of all the stages for final Assessment.

### **Mid Term Review**

A review of student's performance is taken at midterm by class coordinators. This Mid Term assessment helps faculty to identify weak and good students, their attendance and if there are other issues so that appropriate action can be taken to improve their performance. The students who are weak in performance are encouraged to complete or improve their assignments. The Midterm report is also communicated to their parents.

### **c. Preparation of E- resources**

The IQAC guides the subject teachers for the preparation of e- content. The e- content is prepared in four categories:

- a) PowerPoint presentations for basic content of the topic.
- b) Reading material/Notes / References of books
- c) Assignments / Project works on the given topic
- d) Audio-Video Lectures

### **d. Documentation**

The IQAC shall give guidelines for documentation of the settlement studies as a part of the syllabus. The Documentation committee is constituted for this activity of Documentation. The documentation shall be available in the library for other students and faculty for reference.

### **e. Mentor-Mentee**

The Mentors are allotted to the enrolled First Year students. These Mentees are assigned to the respective mentors till the course completion. The Mentor is able to monitor the progression of the academic development of the mentees throughout five years. Mentors act as the guide, advisor, and support structure to bring out the best in student by learning about their strengths and weakness. The Mentors and Mentee meetings are scheduled by the Mentor thrice every Semester. The Mentees can approach the Mentors as and when required beyond the scheduled meetings for guidance of their concerns.

The Mentor prepares the report of the meetings with the students at the end of the semester.

**Role of Mentor:**

1. To support and encourage student's overall academic development.
2. To solve difficulties encountered by the students at the academic level.
3. To help students understand their strength areas, and work on their areas of weaknesses.
3. To advice about various avenues for future growth in profession.
4. The students can meet and consult their mentors during college hours.

**Role of Mentee:**

1. Take advantage of the opportunities presented by their mentors.
2. Be open and responsive to feedback, criticism, and coaching.
3. Contact the Mentor whenever required and honor the time given by their mentors.
4. Maintain integrity and confidentiality at all times.
5. Exhibit a willingness and desire to work hard.

**13. ELIGIBILITY AND ADMISSION:**

As per the Council of Architecture guidelines, (Minimum Standards of Architectural Education) Minimum Regulations, 2020, Candidate shall be admitted to architecture course if she/ he has passed an examination at the end of the 10+2 scheme of examination with at least 50% aggregate marks in Physics, Chemistry & Mathematics and also at least 50% marks in aggregate of the 10+2 level examination or passed 10+3 Diploma Examination with Mathematics as compulsory subject with at least 50% marks in aggregate.” [Refer to “ <https://www.CoA.gov.in/> ” for further details]

**14. EXAM POLICY**

- The Principal / Head of the Institute of the college is the overall in charge / Presiding Officer for conduct of university examinations.
- The Principal appoints CEO (College Examination Officer), who is responsible for smooth conduct of University examinations. The CEO in coordination with the University and Principal will plan for exam conduction in the college.

The CEO has the following roles and responsibilities –

- To display Exam related notices published by the University for the students.
- To display information/ dates/notices on college website if required.
- To appoint paper setter for college level In-sem. exams.
- To appoint Senior supervisor and Junior supervisors (Block wise) for In-Sem and End-Sem exams in consultation with the Principal.
- To prepare and display Timetable of In-Sem exam 10 days prior to the Exam dates.
- To appoint Faculty for paper checking of In-Sem exams.
- To appoint Internal and External examiners for Sessional and Viva-voce schedule in coordination with pairing college and as suggested by the University.
- To take confirmation from External Examiners.
- To prepare and display Examination Timetable of Viva-voce and to notify the changes if any.
- To prepare subject and year wise faculty list for Paper Checking and Moderator of End-Sem papers.
- To furnish details required by the Exam Department as and when required or asked by the University.
- To check and update the latest Examination Rules and Regulations prescribed by the University. To intimate the faculty members about the same before the exam schedule begins.
- To make the arrangements on the day of Viva w.r.t availability of classrooms, marksheets and attendance lists.
- To maintain the College & University examination records and to prepare yearly result summary.
- To check and collect final mark sheets and send them to the respective authorities such as University, Chairman etc.
- To collect and assess the internal mark lists from all the class coordinators.
- To allot Batches year and division wise to faculty for online marks filling process.
- To keep confidentiality while printing University paper, Password received from University.
- To allot Blocks & seating arrangement of students along with non-teaching staff in Theory exams.
- To make necessary arrangements for smooth conduction of various In-Sem and End-Sem written, Sessional or Viva-voce Exams.
- To remain present while written Exams so as to coordinate difficulties of students with Exam Department and subject chairman.
- To resolve and coordinate between staff for their various difficulties while filling online marks.

- To check and follow the deadlines suggested by the university for various exams.
- To address students' complaints, queries related to results and exams within stipulated period.

## **15. POLICY FOR COMMITTEES**

The following Committees are formed and work as per the guidelines laid down by the respective government authorities. The members of the committee carryout their responsibilities as specified by the respective statutory authority.

### **15.1 MANDATORY COMMITTEES:**

#### **15.1.1 Scholarship Committee**

- i) SC/ST Committee
- ii) OBC Committee
- iii) Minority Committee
- iv) VJNT / DT / NT / SBC / EBC

#### **15.1.2 Anti-Ragging Committee**

#### **15.1.3 Anti-Ragging Squad**

#### **15.1.4 Internal Complaint Committee (ICC) and Woman's Grievance Committee**

#### **15.1.5 Student Welfare Committee**

### **15.2 INSTITUTE COMMITTEES:**

The college has various committees which are appointed for smooth functioning of the activities. Committees are guided by the IQAC and work independently as well to initiate and execute activities with proper approval. These committees function as Institute Committees. They are as follows.

#### **15.2.1 Admission Committee**

- To submit the letter of surrendering of seats to DTE.
- To study the Admission Brochure published by Director of Technical Education.
- To download and display the Admission Schedule given by DTE on the website and the Notice Board.
- To arrange for the provisions for the Facilitation Centre as prescribed by the DTE.
- To appoint persons from the college for all the functions and responsibilities within the facilitation

centre; such as scrutiny of documents, uploading of documents, registering the students.

- To arrange for the counselling of the students regarding the seat allotment, submission of papers, listing of documents, etc; required for the admission process.
- To communicate with the DTE offices, with the regional DTE offices for the inquiries and doubts of the candidates at various admission stages.
- To communicate with the concerned students for resolving their queries regarding admission process.
- To confirm the admission of the students in the college during the Confirmation Week.
- To prepare the files for the approval from the regional DTE office.
- To seek the approval of admitted candidates from the DTE on the given date.

### **15.2.2 Disciplinary Committee**

- The Committee displays the 'Code of Conduct' in the College Premises.
- It monitors the arrival of students in the college by 8:00 am.
- It informs the parents about late arrivals of the students.
- The committee coordinates with the NASA committee members and Exhibition & Socials Committee members for the extended student working time in the college.
- It ensures the closure of activities at the decided timings.
- It ensures the satisfactory conduction of extracurricular activities such as Ganapati Idol Making, 15th August Celebration, 26th January National Day Program, other programs and workshops.
- It improves awareness among the students about environment, pollution, cleanliness.
- To report to the Principal about any mischievous student behavior in the campus.

### **15.2.3 Infrastructure and Maintenance Committee**

- It decides for the improvements and development necessary for the current and upcoming Academic Year; such as provision of desks, provision of classrooms, repairs in the existing facilities, etc.
- It prepares the estimates for various works to be done.
- It discusses with the Principal about the works to be done.
- It invites the vendors appointed by the Organization for various works to be done.
- It monitors the progress of the work.
- It ensures the completion of the work.



#### **15.2.4 Training and Placement Committee**

- The committee conducts a lecture for the students at the end of seventh semester for students to help them in preparing their Portfolios as a part of application for Professional Training in the Sem IX.
- Intimates the students for the duration and dates of training in coordination with the Academic Schedule.
- Provides information to the students regarding the employment opportunities.
- Guides the students with the selection of the Architect's offices/ Designers to undergo the professional training.
- It undertakes intermediate reviews of the confirmation of Training Placements.
- It helps resolve the difficulties w.r.t. health conditions and economic difficulties.
- It prepares & updates the year-wise list w.r.t. offices, industries, firms, organizations, etc; where the students have completed their Professional / Industrial Training.
- It arranges for guidance of various competitive examinations and post-graduation opportunities.

#### **15.2.5 Website and Publicity Committee**

- It reviews the College Website for required updates.
- It suggests the necessary improvements from time to time.
- It coordinates with respective Committees / Faculty members for the preparation of the information & images to be displayed on the College Website.
- It prepares the news with articles of the student achievements, activities/workshops & seminars conducted.
- It coordinates with the Media Centre of the Organization for publication in newspapers.
- It co-ordinates with IQAC coordinator to upgrade the website for NAAC/IQAC purpose /activities/documentation.

#### **15.2.6 Workshop and Labs Committee**

- The committee takes a review of the current status / conditions of all Workshop Tools, Machinery, Surveying Equipment's, Climatology Equipment's, Equipment for Plumbing & Electrification, and Acoustics; and their maintenance.

- Arranges for the new / upgraded / replacement materials & tools as required.
- Arranges for the sufficient & appropriate display & storage facilities.
- Prepares the list of new procurements to be done, to specify the urgency, and to provide optional quotations received from different suppliers / vendors.
- Checks the quality and to confirm the working condition of newly purchased tools & equipment.

### **15.2.7 Library Committee**

- It approves the identification of Books / Magazines / Journals / etc. for procurement; recommended by various entities such as - University, Teaching Faculty, Students, Visiting Faculty, etc.
- It prepares an Annual Budget for the Library.
- It discusses the quotations for new purchase from vendors with Principal.
- It conducts periodic check-up of the condition of Books, Magazine & Thesis Sections, Storage, Computers, Racks, Seating, Computerized Book Search Facility, Photo-copy Facility, Digitalization Process, etc.
- It guides for the Digitization / e-Governance of the library.
- It guides for the e-Resource Data preparation; such as e-Books, Academic Database, e-Linkages to other Institutional Libraries, etc.
- It supervises the overall discipline of the library, and to resolves the grievances regarding the library matters.
- It updates the library according to the ‘Standard Format’ w.r.t. the listing, segregation, and numbering of the books & shelves.
- It ensures the application of the guidelines as prepared by the Librarian.  
(Guidelines attached)

### **15.2.8 Tour Committee**

- The tour Committee takes reviews of the Tours conducted in the last three years.
- Decides the schedule of Tours for the current Academic Year, in accordance with the Annual Academic Schedule.
- Decides the type of Tour whether Settlement / Leisure / both inclusive; for the current Academic Yr.
- Discusses & finalizes with the Design Studio coordinators about the possible destinations of the Tour for the respective Academic Year.

- Invites quotations from various Tour Organizers.
- Finalizes the Tour Operator and discuss with him / her about the details of the Tour e.g. Finance, Transportation, accommodation, settlement for study, etc.
- Declares the dates for the payment of Tour Charges to the students.
- Maintains and Monitors the Tour accounts w.r.t collection from the students, payments to the Tour Operator, etc.
- Communicates to the faculty and students about the Tour.
- Ensures that the Parent's No-Objection Certificates, Medical Prescriptions if any from each student is taken.
- Documents the proceedings of the tour within one month after the Tour in a prescribed format.

#### **15.2.9 Research and Documentation Committee**

- In keeping with its Vision & Mission, the institute, plans to establish Research recognition committee with academic Research Co-Ordinator under the direction of the Principal – to promote the research ambience, create and sustain a research culture, motivate staff and students to engage in research activities.
- The aim is to inspire, guide and coordinate the initiatives of the staff and students towards research in Architecture, design and Humanities with major and minor research projects, towards organizing of national and international conferences, towards presentation of research papers and their publication in reputed journals, and similar other research-related matters.
- To establish the Centre of research and development to facilitate applying for grants and to guide researchers for potential funding sources.
- To explore the private funding potential for research support through industry, Organization collaborations
- Upholding of academic freedom to take up research projects
- Providing the rights and freedom to all academic staff to conduct research and encourage them to publish their findings as well as their rights where applicable to seek research fund in support of their research.
- To design and provide guidelines and support optimum research activity in the institute.
- It recognizes the research activity of academic staff for career growth and administrative responsibility.

- To convert academic research into innovation and then into products and services.
- Institution of academic excellence will be created through interdisciplinary collaborations and shared facilities within the campus.

### **Objectives**

- To encourage and support academic staff to conduct research in all fields and disciplines of Architecture, Design and humanities.
- To publish research findings through dissemination in a peer reviewed journal.
- To upgrade and accelerate teaching and professional practice.
- To support scholarly and intellectual development of academic staff.
- 

### **Documentation**

- To plan a comprehensive documentation strategy which can be taken up as a series of documentations to be conducted over a period of time.
- To guide students about prescribed formats of documentations required by the college.
- To get the on-site documentations done by the students compiled in a set format.
- To prepare hard copies of the compiled documentations for Library reference.
- To identify potential journals/ competitions where they can be sent for publications.

#### **15.2.10 NASA Committee**

The National Association of Students of Architecture, India (NASA India) is one of the largest Architectural Student Organizations in India with student participants from more than two hundred colleges all over the India. The main objective of NASA is to create a platform for architecture students to learn and interact, engage them directly and indirectly through both online and offline platforms.

There are regional NASA associations called as Zonal NASA; such as North, South, East, West, & Central Zones. The colleges are classified in a particular Zone. Regional NASA activity is conducted every year by the Regional NASA committee, in one of the colleges in that region. NASA conducts events, conventions, seminars, workshops, design competitions & trophies and many other activities. Functions of the Committee are –

- The committee reviews the different NASA Trophies and on-the-spot competitions; and discusses with the students and faculty members.
- It forms the appropriate Student Teams to work on specific Trophies.
- It prepares the budget for the NASA activities (Registration Details, Fees, Travel Expenses, Caution Money, etc)
- It guides the students for the work for various NASA Trophies.
- It facilitates students with required material & tools for NASA work & it's documentation (e.g. Work Space, Computers, Scanner, Stationary & drafting tools, printing, etc.)
- It checks the accounts & expenditures on a daily basis.
- It provides the list of students working for NASA to all the Teaching Faculty.
- It instructs all Teachers to separately prepare their lectures & studios attendance & absentia records for the students participating in NASA Trophies.
- It prepares the list of Students going for the NASA.
- It finalizes the Faculty Appointments to accompany the students going for NASA.
- It monitors the details of Travel, Transportation, & Student's Stay for the NASA event.

#### **15.2.11 Computer Lab Committee**

- It prepares the Lab-Access Time-Table for various classes.
- It reviews the current status / conditions of all computers, printers, scanners, software's, wi-fi speed & signal range, etc.
- It reviews of their daily operation & maintenance.
- It reviews new / upgraded hardware & software requirements.
- It arranges for the periodic inspection, maintenance, & repair services of the systems by the appointed vendors.
- It prepares the list of new procurements to be done, specifies its urgency, and provides optional quotations received from different suppliers / vendors.
- It checks the quality & working of newly purchased software's / hardware's.
- It reviews the yearly subscriptions and when required, notifies the Head of the Institute for renewal of the same through the concerned agencies.
- It checks the preparation & uploading of the e-Content by the Teaching Faculty for student reference.

- It prepares and displays the student & staff instructions regarding the use of the facilities in the Computer Lab.

#### **15.2.12 Exhibition Committee**

- Each year the institute provides students a platform to exhibit & present their academic work including the documentation from study tours. The Committee plans it as a major activity, which also involves implementation of Institute Philosophy: Learning by Doing & Co-existence with Nature.
- Committee assigns the tasks to small teams of Students monitored by designated faculty members, and motivates & assists them through various tasks like installation of exhibits. Committee also develops the Schedules for Student Teams to finish in time. Committee makes it sure that all teams work on the design of the exhibit considering the practical issues like time limit, financial resource, structural detailing and visual aesthetics as per exhibition themes.
- Committee with the help of Faculty, plans the Photography Exhibition in multiple sections based on themes. An eminent professional photographer &/or artist is invited to judge and to choose the best three entries from student section and three best entries from faculty section. Photography Exhibition is an important part of the exhibition, which usually stays open to visitors for an extended time period.

#### **Objectives:**

##### **Design Excellence**

Primary objective is to celebrate the student's academic excellence, and to encourage the students to advance their individual skills in achieving better designs.

##### **Learning Experience**

Students learn in three ways during the Annual Exhibition week. Firstly, through the lecture series by eminent architects of the country. Secondly through practical experience of designing & execution of the exhibits. And from the work exhibited (academic, extracurricular, and competitions).

##### **Public Awareness & Engagement**

Another major objective of the exhibition is to bring citizens in touch with the design environment

through exhibits, and participation in presentations. It also provides a forum to initiate a dialogue between students and citizens about the importance of quality design through various architectural issues; such as beautiful public spaces, good civic architecture, and sustainable, family-friendly neighborhoods. Such events also execute the important task of educating the society about these Academic Programs, and the future potential of education in Architecture and Design.

### **Execution**

Students design as well as execute the installation of exhibits in the supervision of the faculty. Teams of students and supervising faculty have specific tasks to finish. All teams work on the exhibition design while keeping in mind the practical issues like time limit, financial resource limit, structural detailing, visual aesthetics as per exhibition themes, and execution. The enthusiasm shown by the students is a clear indicator of their willingness for learning, hard work, and collaborative working.

Functions of the Exhibition Committee –

- It decides the dates & duration of the Exhibition for the current Academic Year.
- It decides the Theme / Focus / Objective of the Exhibition.
- It motivates the students to participate in these activities.
- It discusses the various locations for the class wise Academic Work Display.
- It finalizes the 'Exhibit Display Details' and the finance for it.
- It reviews & finalizes the financial budget for all the activities and workshops.
- It guides the students to search & get the maximum sponsorships for the event.
- It prepares a list of service providers required to do various tasks (e.g. lighting, Stage, Loudspeakers, D.J., etc.)
- It prepares lists of various professionals & other guests to be involved (e.g. Guests at the inauguration ceremony, judges for various events like Photography Exhibition, representative from the Management, etc.)
- It identifies & collects the Academic Work for the display from all classes.
- It schedules the presence of Staff and faculty members for the various programs.
- It ensures the execution of the Exhibition as per schedule.
- It ensures that the students uninstall the Exhibition in proper time for resuming the further Academic Work.

### **15.2.13 Socials and Cultural Committee**

- It decides the dates & duration of the Socials for the current Academic Year.
- It approves the Theme of the Socials & respective details proposed by the students.
- Various activities to be conducted in the Socials are discussed with Students and Faculty before finalizing them.
- It organizes various competitions such as - Dance, Music, Singing, acting, etc.
- It finalizes the Workshops to be conducted during the Socials.
- It finalizes the Cultural Events / Activities and the guests for the same.
- The committee decides the Budget / Finance for the various Events.
- It reviews and finalizes the details of the entire programme w.r.t. contribution from the students.
- It prepares a list of service providers required to do various tasks (e.g. lighting, Stage, Loudspeakers, D.J., etc.)
- It distributes the various duties undertaken by Faculty & Staff during the Socials.
- It ensures the necessary permissions are taken from various authorities.
- It ensures that the timings of the programmes are strictly followed.

### **15.2.14 Extension and Social Services Committee**

- The committee takes a review in the first / second week of each semester; of the activities.
- It declares the content and objective of the upcoming Workshops in consultation with the faculty members.
- It decides the structure of Workshop conduction. (Hands-on, Competition, lecture & Presentations, etc.)
- It identifies the necessary resources for the Workshops.
- It decides the schedule and Faculty placement for the workshops.
- It decides the expenses to be incurred for the same.

### **15.2.15 Green Initiatives Committee**

- It gives guidelines for Green Campus initiative where environmentally friendly practices and education combine to promote sustainable and eco-friendly practices.
- It prioritizes an environmental responsibility into all practices.
- It aims at reducing campus waste by deciding the measures.



- It organizes a bicycle day.
- It encourages e-governance/ e-records in academic documents.
- It fosters a culture of self-sustainability and makes the entire campus environmentally friendly.
- It follows the directive from central office to for green practices such as Ban all kind of single use plastic from the campus.
- It co-ordinates with workshop and extension committee to organize workshops /seminar /lectures for green initiative in other schools and colleges. to prepare the material for these activities.
- It displays instructions /visuals at appropriate locations in campus for green initiatives such as saving water, electricity uses etc.
- It arranges for green audit of the building and campus.
- It executes the green activities as directed by DTE, Govt. of Maharashtra, Govt. of India, S.P.P.U etc.

#### **15.2.16 Sports Committee**

- It prepares the budget for the Sports activities.
- It informs the students about the Sports Competitions at Intercollege, City, University, State, and National Level.
- It finalizes the participation of the students in the above competitions.
- It provides Games and Sports Facilities to the students.
- It conducts various Sports Activities.
- It assists the students to practice for various events.
- It assists the students for competition registration, necessary paperwork, travel, stay, etc.
- It arranges the college Prize Distribution Ceremonies.

#### **15.2.17 Alumni Association**

- Contacts alumni of the department and finding the various opportunities that may be available to students for internships, placements, etc. in the Organization in which alumni is working.
- Contact alumni and apprise them about the various activities undertaken by the institute.
- Contacts the alumni and requests them to deliver some lectures for the benefit of the students (lectures on special topics of relevance, career guidance to students, etc.)
- Requests alumni to attend alumni association meeting conducted from time-to-time.

- Maintain database of the department's alumni and sharing the same with the Placements Cell.
- Keep close contact with alumni who went for higher education and enquire vis-à-vis their well being and performance and share the same with the Principal/HoD, and the Placements Cell. Passes this information to the student's concerned on request.
- To get Alumni feedback and conduct Alumni Survey and keep the record for the same.
- As per the Alumni feedback and survey devise action plan.
- Any other responsibility that may be assigned by Principal/Vice Principal.

## **16. Policy for Divyanggan**

- General Consideration for Disabled friendly environment on campus.
- Institute is committed to facilitate the process of making institute environment barrier-free as per the prescribed principles of universal design. This includes both building and infrastructure.
- Institute takes responsibility to guide and interact with individuals with special needs in a right based approach as against the charity approach.
- Institute ensures to implement reservation, exemption and concession policy in tune with prescribed norms in current legislation to individuals having certified disability in terms of education (particularly for students) and employment (particularly for the staff).
- Institute is dedicated to use technology to benefit students with special needs. Identify and deploy technology to benefit teaching-learning for students and faculty with special needs, wherever possible as need arises.
- Institute will ensure barrier free provisioning of learning resources and additional facilities in the library to cater to needs for students and faculty with special needs. This can range from academic material to additional technology support for discovery, access and the use as per needs.
- Institute will sensitize teaching & non-teaching staff on issues related to disability & special needs.
- The administration department will ensure easy access to soft versions of various forms like admission / eligibility/ exam / re-evaluation etc.
- Institute will abide to the rules and regulations laid out by the government for assessment of students with disabilities.
- The institute building is designed for universal access on ground floor with provision of a ramp.
- To provide counselling to differently-abled students on the types of courses they could study at the higher education institutions.

- To ensure admission of as many differently-abled students as possible through the open quota and also through the reservation meant for them.
- To gather orders dealing with fee concessions, examination procedures, reservation policies, etc., pertaining to differently-abled persons.