



स्थापना : १८९६
संस्थापक : महर्षी धोंडो केशव कर्वे

“शीलं परं भूषणम्”



महर्षी कर्वे स्त्री-शिक्षण संस्था (पूर्वीची हिंगणे स्त्री शिक्षण संस्था)

दिनांक : १५ जानेवारी, २०२१

प्रती,
प्राचार्य
डॉ.भानूबेन नानावटी वास्तुशास्त्र महिला महाविद्यालय

स.न. वि. वि.

आपल्या शाखेची स्थानिक व्यवस्थापन समिती खाली देत आहे. आपण या समितीचे निमंत्रक असून समितीचे अध्यक्ष व इतर सभासद खालीलप्रमाणे आहेत. तरी वेळोवेळी सभा आयोजित करून सभेची निमंत्रणे समिती अध्यक्ष व सभासदांना पाठवावीत.

अध्यक्ष : मोहना जगदीश कदम

सभासद : जयंत विनायक इनामदार , रविन्द्र गजानन देव , किरण मुरलीधर बराटे , पी.व्ही.एस. शास्त्री ,

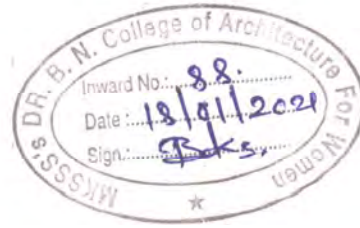
निमंत्रक : डॉ.अनुराग कश्यप

जानेवारी २०२१ ते डिसेंबर २०२५ या कालावधीसाठी कार्यरत असेलेले व्यवस्थापक मंडळाची यादी सोबत पाठवित आहे

कळावे,

आपला,

सचिव



कर्णेनगर, पुणे ४११ ०५२. • फोन : २५३१३०००, २५३१३२०० • फॅक्स : ०२०-२५३१३३००

• E-mail : administrator@maharshikarve.org • Website : www.maharshikarve.ac.in

• भारत सरकारच्या १८६० च्या सोसायटीज रजिस्ट्रेशन अॅक्ट व १९५० च्या मुंबई पब्लिक ट्रस्ट्स अॅक्ट प्रमाणे नोंदविलेली.

• संस्थेस मिळणाऱ्या देणग्यांवर इन्कमटॅक्स कलम ८० जी नुसार सवलत मिळते.



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
AFFILIATED TO UNIVERSITY OF PUNE, AFFILIATION NO.:PU/PN/ARCH/109/94



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DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE
FOR WOMEN

BNCA Campus, Cummins College Road
Karve Nagar, Pune-411052
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18th November 2021

Notification for constitution of IQAC

It is hereby notified that Internal Quality Assurance Committee (IQAC) has been constituted as on 18th November 2021. The list of the members of IQAC is as under. The members will hold the responsibility for a term of two full academic years, that is till end of academic year 2023-24.

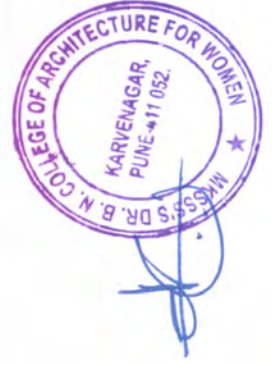
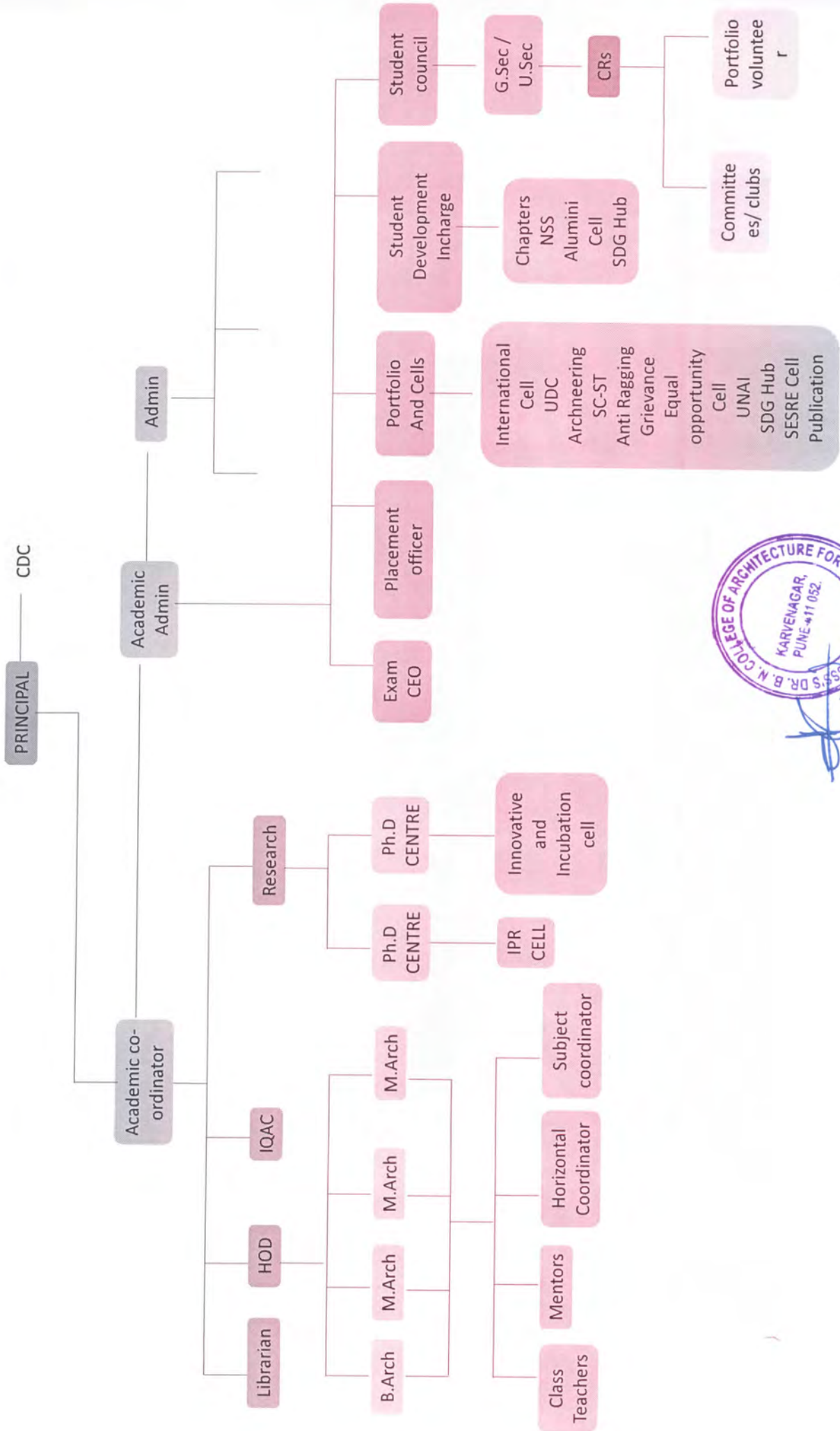
1	Dr. Anurag Kashyap, Principal	Chairman
2	Shri Jayant Inamdar, MKSSS management	Management Representative ✓
3	Dr. Sharvey Dhongde, Academic Head	Faculty
4	Prof. Chetan Sahasrabudhe	Faculty ✓
5	Dr. Sujata Karve	Faculty
6	Dr. Swati Sahasrabudhe	Faculty
7	Prof. Vaishali Anagal	Faculty
8	Prof. Mahesh Bangad	Faculty
9	Prof. Dhruv Chandwania	Faculty
10	Shri Amol Hinge, AAO	Administration Representative
11	Dr. Vaishali Latkar	Parent — ACADEMIC EXPERT.
12	Ms. Reema Salunke	Student
13	Ms. Anuja Pandit	Alumni
14	Ms. Shilpa Joshi (Greenbuild India Products)	Industrialist
15	Shri Amogh Bhonghale (SWaCH)	Stakeholder
16	Dr. Meera Shirolkar	Co-ordinator IQAC ✓

The concerned members of the committee have been notified accordingly and requested to undertake their responsibilities accordingly.

Dr. Anurag Kashyap
Principal



MKSSS's Dr Bhanuben Nanavati College of Architecture for Women, Pune Organogram



BNCA PORTFOLIOS - 2020 -21 (B ARCH, M ARCH, PHD)

NO.	PORTFOLIO NAME	FACULTY INCHARGE	ADMIN INCHARGE	SUPPORTING FACULTY TEAM	STUDENTS TEAM
I ACADEMIC PORTFOLIOS					
1	Academic coordinator	Dr. Sharvey Dhongde	Amol Hinge, Mrudulagau	Vaishali Anagal	CRs of all classes
2	Design Head	Dr. Sharvey Dhongde	N/A	Chetan Sahasrabudhe	N/A
3	Archineering Head	Poorva Kulkarni		Dr.Meera Shirolkar Jayant Patwardhan Smita Ogale	Shreya Joshi , Keya Jain Anuja Ningune, Nikita Navak
4	Building Services Head	Rahul Chutake		Jayant Patwardhan	
5	Humanities Head	Shruti Joshi	N/A	Saurabh Marathe	
6	Skill related subjects	Dr. Meera Shirolkar		Deva Prasad	
7	Miscellaneous Subjects	Dharati Sote	Exam Department	Teachers	N/A
8	Thesis - Dissertation	Dr.Abhay Pawar		Trivedi, Mentors and Guides	CR's of 5th year classes
II ACADEMIC ADMINISTRATION					
1	B. Arch - Head of Department				
a	Div A	Dr. Abhay Pawar	Sangeeta Mohokar		
b	Div B	Dhruv Chandwania	Sangeeta Mohokar		
c	Div C	Prakash Joshi	Sangeeta Mohokar		
d	Div D	Dr. Sanjeevani Pendse	Sangeeta Mohokar		
e	Final Year B. Arch (A, B, C, D)	Mahesh Bangad	Sangeeta Mohokar		
f.	Academic Admin Coordination	Vaishali Anagal	Amol Hinge, Suraj Davale	Sujata Karve, Sharvey Dhongde, Dhruv Chandwania	interface. Work will happen through HOD+ Class Teachers structure
2	Year wise Coordinators				
a	First Year Coordinator	Sayali Andhare	Archana Paranjape		

b	Second Year Coordinator	Shweta Gade	Ramesh Kandhare	Teachers	CRs of all classes
c	Third Year Coordinator	Madhuri Zite	Harshada Gadgil		
d	Fourth Year Coordinator	Smita Ogale	Tejaswini Joshi	Teachers	CRs of all classes
3	M.Arch - Head of Department				
a	Environmental Architecture	Dr. Sujata Karve		Prajakta Kulkarni	
b	Landscape Architecture	Dr. Swati Sahasrabudhe	Joshi, Manjusha Dukhane, Ravi Sutar,	Anupama K, Neha K	CRs of all classes
c	Digital Architecture	Sardeshpande			
4	Ph.D Coordinator	Dr. Vasudha Gokhale	Tejaswini Joshi	Sanjeevani Pendse, Dr. Neeti Trivedi	
5	CAID Coordinator	Shinde	Ramesh Kandhare	Sarabjit	All CR+G sec.
6	Exam Coordinator	Shinde	Sangeeta Mohokar		
7	BNCA Resource Centre Coordinator	Prakash Joshi	Mrudula Joshi		
		Prajakta Kulkarni (EA)	Mrudula Joshi	NA	Research Assistants on pro
8	Short term certificate courses Coordinator (offline)	Dr. Neeti Trivedi	Sangita Mohokar and Archana Paranjape	(Advisor) Amruta Barve Shruti Ramteerthkar	4 coordinators each from 3rd and 4th year.
9	Data Collection and Management	Dr. Sujata Karve	Amol Hinge	(Advisor) Umesh Chavan	
10	E Learning Co-ordinator	Sahasrabuddhe (Content)	NA	Dr. Sharvey Dhongde	NA

11	NAAC	Dr. Mangesh Kashyap	Amol Hinge	Vasudha Gokhale, Dr. Chetan Sahasrabudhe	
12	BNCA ONLINE - Webinars, Online courses	Dr. Shubhada Kamlapurkar	Umesh Chavan, Hrishikes	Sourabh Marathe, Nidhi Dixit; Shruti Joshi , Kavita Murugkar and	Samruddhi 5th D, Mansi B
III	INCHARGES				
1	Labs				
a	Material Testing Lab and Material Museum (Real and Virtual)	Dharti Sote	Atul Bhalekar	Sudhanva Kolhatkar	NA
b	Fab Lab + Robotic Bay development	Deva Prasad	Danao Sir, Atul sir, Dhan	SUPPORTING STAFF	! student from M.arch_DA
c	LEDS-Environmental Lab	Namrata Dhamankar	Danao Sir, Atul sir	N/A	1 student from M.Arch (EA
d	SL lab	Sujata Mehta	Danao Sir, Atul sir	S.M. Deo	CRs of SY A, B, C, D
e	Lighting (Plumbing?) Lab	Rahul Chutake	Danao Sir, Atul sir	Namrata Dhamankar	
f	Woodworking lab	Kiran Nichale	Atul Bhalekar		
g	Construction yard and samstha related works	Jayant Patwardhan	Danao Sir, Atul sir	Prakash Joshi, Kiran Nichale	
h	Acoustic Lab	Jayant Patwardhan	Danao Sir, Atul sir	Rahul Chutke	Students from TY next yea
i	Landscape Lab	Anupama Khatavkar	Danao Sir, Atul sir, Mrud	Amruta Barve	Student volunteers from S.
j	Computer Hardware/Networking	Bagwan		ma	
k	Auditorium, Audio Video events, Electrical	Vinayak Mahadik		Bhima	
2	Lecture series				
a	Adwait Badawe	Amruta Barve	Atul Bhalekar, Vinayak	Sourabh Marathe	TY A student volunteers
b	A. P. Kanvinde Memorial	Aarti Verma	Ramesh , Vinayak	Smita Ogale, Ninad Jog	4th year CRs and Students
c	Shridhar Athavale	Smita Ogale	Ramesh , Vinayak, Atul B	Prof. Poorva Kulkarni	Crs of 3rd and 4th year al
d	Charles Correa Memorial	Shweta Gade	Atul Bhalekar, Ramesh K	Mahesh Bangad	Crs of 2nd and 3rd year all

e	Vanaja	Asmita Divekar	Atul Bhalekar	Neha A	4 coordinators from 3rd/4th
f	Once Upon a time in India	Kavita Murugkar	Atul Bhalekar	Shubhada, Chetan S	
g	Live on Katta	Sayali Andhare	Atul Bhalekar	Kavita Murugkar	
h	Nandini Sapre	Neeraja Hingne	Atul Bhalekar, Ramesh K	Neeti Trivedi	4 co-ordinators each from 4
i	Edutech	Poorva Kulkarni		Dharati Sote	Ruchika Jadhav Safiya Attar
j	EnReach	Prajakta Kulkarni		Namrata Dhamankar	4 students from M. arch EA
3	Library	Shweta Gade	Baburao Udamale and lib	Sahastrabudhe(Advisor	Dyaneshwari Khatawkar, I
				Kamalpurkar (Vaidehi Deshpande, Reem
				Ar. Neeraja Hingne	CRs of all classes
4	Academic Competitions	Sayali Andhare	Ramesh Khandare	Madhuri Zite, Shruti Ramthirthkar	Erande, Priyanka Dharmadhikari, Saloni
		Prajakta Kulkarni (EA)	NA	NA	NA
		Neha Adkar (LA)	NA	NA	Selected students
5	Students work Repository	Aarti Verma	NA	coordinators	Selected students
		(EA)	NA	NA	CRs of 1st & 2nd Year M.
		Neha Adkar (LA)	NA	Swati S	CRs of 1st & 2nd Year M.
6	Exhibition				
	a. Outside BNCA	Ninad Jog	Kiran Nichale, Sanjay Da	Devika Yadkikar	CRs of all classes
	b. Display Within BNCA	Neeraja Hingne	Atul Bhalekar, Yogesh K	ordinator per year	1 Student Co-ordinator per
		(M.Arch - EA)	NA	NA	CRs of 1st & 2nd Year M.
		(M.Arch - LA)	NA	Anupama K, Neha A	CRs of 1st & 2nd Year M.
		(M.Arch - DA)	upti	Jadhav	CRs of 1st & 2nd Year M.
7	Infrastructure Development and Maintenance	Jayant Patwardhan	Atul sir, Danao Sir	Ninad Jog, Vaishali Anagal	

8	Tours				
	a. National	Sanjay Shinde	Atul Bhalekar	Kiran	All CRs
	b. International	Shruti Joshi	Kiran N	Sanjay Shinde	All CRs
9	Gathering	Mahesh Bangad	Sanjay Danao, Atul Bhale	Nichale	Student Council Members
			Ramesh Khandare, Yogesh Kulkarni		
10	Student Affairs and NASA	Surabhi Gadkari	Sanjay Danao	Teachers	Student Council Members
		Mahesh Bangad	Atul Bhalekar		NASA U-Sec, UD, Divisio
11	Sports	Sanjay Shinde	Ravindra Sutar		All CRs
		Surabhi Gadkari			
IV	COMMITTEES				
1	Alumni Committee	Neha Joshi	Sangeeta mohokar	B.arch: Sonal kotkar;	4 students from 3rd year ea
2	Anti Ragging Committee	Shruti Joshi	Amol Hinge	All class teachers	Student council memebers
3	Anti Sexual Harrassement Committee	Kamlapurkar	Sangita Mohokar	in the Committee	Student council memebers
4	Grievance Committee	Asmita Joshi	Amol Hinge	members assigned by college	
5	Equal Opportunity Cell	Kavita Murugkar	Suraj Dawale	Sayali Andhare	Students with disability ce
V	CELLS				
1	Internships and Placement Cell	Sourabh Marathe	Ramesh Khandare	(Advisor), Neeraja	
2	Publication Cell	Smita Ogale	Sanjay Danao	S, Prof Poorva K	2 students each from 2nd a

					Tanvi, Samruddhi, Esha, P
3	International Cell	Shruti Joshi	Amol Hinge	Dr Sujata, Dr Swati, Prof Dhanashree Prof. Surabhi Gadkari	students council
4	UNAI Cell	Asmita Joshi	Amol Hinge, Mrudulagau	Ar.Mahesh B, Dr. Mangesh K, Ar.Nidhi,	Student Council Members
5	Research Cell	Dr. Meera Shirolkar	Tejaswini Joshi	Dr. Sanjeevani Pendse, Neha Joshi	
6	HRD Cell	Dr. Shubhada Kamlapurkar	Sanjay Danao, Sangita M	academics), Kavita M (NA
a	Faculty Portfolios	Kavita Murugkar	Sanjay Danao, Shilpa Patl	Portfolio) Kulkarni, Hrishikesh S	NA
b	Faculty Training	Rahul Chutake		Mahesh Bangad	
c	Faculty screening, Feedbacks	Dhruv Chandwania	Amol Hinge, Ravi Sutar	Sharvey Dhongde	NA
d	Grievance	Dr. Sharvey Dhongde	Amol Hinge, Mrudulagau	N/A	
e	Admin related training	NA	Sangita Mohokar		
7	IQAC Coordinator	Dr. Sharvey Dhongde		IQAC TEAM	
8	Universal Design Cell	Kavita Murugkar	Danao sir , Mrudulagauri	Mehta	Ayesha Dabir,
9	Intellectual Property Right and Patents	Dr. Vasudha Gokhale	Archana P	Abhay Pawar	
10	Startup and Innovation Cell	Swapnil Gavande			
11	SC-ST Cell	Dr.Meera Shirolkar	Amol Hinge, Rajesh Man	Dharati Wankhade	

12	Center for Interdisciplinary studies in Art and Architecture	Dr. Sanjeevani Pendse		Dr. Vasudha Gokhale, Dr. Meera Shirolkar, Devika Yadhikar	Prachi Gureja, Pannayee Yadav, Mohini Bhosekar, Sanika Upasani
13	Center for Ecological Landscapes (CEL)	Dr. Swati Sahasrabudhe	Sutar, Danao Sir (Harshada Madam- as per	Anupama Khataokar	Teaching Assistants and st
14	Counselling Cell	Shruti Joshi		Madhuri Zite	
VI PORTFOLIOS					
1	Events	Mahesh Bangad	Sanjay Danao	Sayali Kulkarni	Student Council Members
	(Event wise Teams, will be separately made)		Atul Bhalekar		
2	Social Outreach Projects	Madhuri Zite		Sayali Andhare	
	Corporate outreach (CSR)	Nikita Gurav		Ramteerthkar, Ninad J	10 member student team
	Industry-Academia Tie-ups	Nidhi Dixit	Namrata Dhamankar, prajakta kulkarni, Sourabh M		
	CUBE Centre	Nidhi Dixit	Namrata Dhamankar, prajakta kulkarni		
3	Communication and Publicity (Print and social media)	Sayali Kulkarni		(special appointment), Individual event	
4	Website	Sardeshpande	Umesh Chavan, Kiran Nid	Gurav	
5	Co and extra curricular competitions and events like farewell, induction, convocation etc.	Amruta Barve	Atul Bhalekar Sanjay Dar	Kulkarni and 1st yr CTs Freshers - Sourabh Marathe and 2nd yr CTs Farewell - Final year	
6	COA report and inspection	Sujata Karve	Amol Hinge, Suraj Davale		

7	AICTE report and inspection	Vaishali Angal	Amol Hinge		
8	LMC / CDC Convener	Kamlapurkar	Sangita Mohokar	on CDC	
9	Submission Room	Geeta Nagarkar	Atul Bhalekar	All Class teachers	Two Student Council Men
10	FEED	Sayali Kulkarni		Kamalapurkar, Sayali	
11	Seminars & Workshops	Sanjeevani Pendse		Prof. Devika Yadkikar	4 students per year from B
		Prajakta Kulkarni (EA)		Nidhi Dixit	4 students from M. arch EA
		(LA)	Mrudula Joshi, Danao Sir	Adkar	Student volunteers from M
12	Day events, celebration of birthdays of national personalities etc.	Sanket Jain			Student Council Members
13	Events like Blood donation camps, swacchh bhara abhiyan etc.	Sanket Jain	Donation) Amol Hinge (SBA) etc.		Student Council Members
14	NSS	Surabhi Gadkari	Atul Bhalekar	Mahesh Bangad	Student Council Members
15	College environment (Ambience and Upkeep, maintenance monitoring, branding, signage)	Geeta Nagarkar	Sanjay Danao, Atul Bhale	Mahesh Bangad (Advisory), Kiran Nichale, Neeraja Hingne	Student Council Members
16	Life Skills Development (Happiness Department)	Shruti Joshi		Surbhi Gadkari	Student Council Members
17	E Newsletter	Nikita Gurav		Sayali Kulkarni	communications team (will
18	Branding and visual merchandise	Kiran Nichale	Atul Bhalekar	Sarabjit Kulkarni	All ADD CRs

19	Graphics and presentations	Supriya Dhamale		Kiran Nichale	2 students from M.arch_D/
VII	CLASS TEACHERS				
	First Year				
	A	Nikita Gurav	Archana Paranjape		
	B	Surabhi Gadkari	Archana Paranjape		
	C	Sayali Kulkarni	Archana Paranjape		
	D	Sayali Andhare	Archana Paranjape		
	Second Year				
	A	Sourabh Marathe	Ramesh Kandhare		
	B	Neha Joshi	Ramesh Kandhare		
	C	Shweta Gade	Ramesh Kandhare		
	D	Geeta Nagarkar	Ramesh Kandhare		
	Third Year				
	A	Neeraja Hingne	Harshada Ganachari		
	B	Nidhi Dixit	Harshada Ganachari		
	C	Ninad Jog	Harshada Ganachari		
	D	Sanket Jain	Harshada Ganachari		
	Fourth Year				
	A	Dr. Neeti Trivedi	Tejaswini Joshi	All subject teachers	2 CRs and 4 group leaders
	B	Dharati Sote	Tejaswini Joshi	All subject teachers	2 crs and 4 group leaders o
	C	Jayant Patwardhan	Tejaswini Joshi	All subject teachers	2 crs and 4 group leaders o
	D	Smita Ogale	Tejaswini Joshi	All subject teachers	2 crs and 4 group leaders o
	Fifth Year				
	A	Amruta Barve	Harshada Ganachari	team, Neeti Trivedi	2 Class Representatives pe
	B	Amruta Barve	Harshada Ganachari	team, Neeti Trivedi	2 Class Representatives pe
	C	Madhuri Zite	Harshada Ganachari	team, Neeraja Hingne	2 Class Representatives pe
	D	Madhuri Zite	Harshada Ganachari	team, Neeraja Hingne	2 Class Representatives pe

	M.Arch (EA) 1 st Year	Namrata Dhamankar	NA	NA	
	M.Arch (EA) 2nd Year	Prajakta Kulkarni	NA	NA	
	M.Arch (LA) 1 st Year	Neha Adkar	Amol Hingne, Ramesh kh	F.Y.M.Arch LA	CRs from F.Y. LA
	M.Arch (LA) 2nd Year	Anupama Khatavkar	Amol Hingne, Ramesh kh	S.Y. M.Arch LA	CRs from S.Y. LA
	M.Arch (DA) 1 st Year	Supriya Dhamale			
	M.Arch (DA) 2nd Year	Deva Prasad	Amol Hingne, Ramesh khandare		2 nd year CR
	Admin related HR	Sanjay Danao			
1	Samstha circulars and related activities attendance and documentation	Sangeeta Mohokar			
2	Secretary, Principal Office	Shilpa Pathak			
3	All Purchase related	Sanjay Danao			
4	All Maintanance related	Bhalekar			
4	Event Arrangement	Ramesh Kandhare			
5	Data related	Amol Hinge			
6	Admission related	Amol Hinge			
7	Hostel related	Sanjay Danao			
8	Examination Incharge (Admin)	Sangeeta Mohokar			

9	Account Incharge	Mrudulagauri Joshi			
10	IT Incharge IT Facilities	Umesh Chavan			
11	Samaj Kalyan	Rajesh Mane			
12	Appointment & Roster	Suraj Davale			
13	Teaching Biometric & Record	Ravindra Sutar			
14	Principal Portfolio	Shilpa Pathak			
15	Reception Counter Incharge	Rupesh			





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Ph.+91 20 25474052, 25474437

Ref. no. BNCA/ 203 /2021

Date:- 01/06/2021

Maharshi Karve Stree Shikshan Samstha's

Dr. Bhanuben Nanavati College of Architecture for women

Anti Ragging Committee

Sr. No.	Name of the members	Designation	Contact no.
1	✓ Dr. Anurag Kashyap	Principal	9822014323
2	✓ Ms. Aboli Kindre	Police representative	9322339492
3	✓ Ms. Sujata Kodag	NGO representative	9822290761
4	✓ Ar. Shruti Joshi	Faculty	9604554611
5	✓ Dr. Meera Shirolkar	Faculty	9921698469
6	✓ Mr. Amol Hinge	Non Teaching faculty	9130087709
7	✓ Ms. Ananya Joshi	Student representative	9561086061
8	✓ Ms. Isha Parmar	Student representative	9359748263
9	✓ Mr. Pravin Joshi	Parent representative	9730040160
10	✓ Mr. Vivek Sabnis	Local media	9373085948


Dr. Anurag Kashyap

Principal




Ar. Shruti Joshi

Co-ordinator



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
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Ref. no. BNCA/ 204 /2021

Date:- 01/06/2021

Maharshi Karve Stree Shikshan Samstha's

Dr. Bhanuben Nanavati College of Architecture for women

Grievance Redressal Committee

Sr. No.	Name of the members	Designation	Contact no.
1	Dr. Anurag Kashyap	Principal	9822014323
2	Dr. Kavita Murugkar	Faculty	9767439947
3	Ar. Asmita Joshi	Faculty	9881134313
4	Ar. Dharati Sote	Faculty	9561775792
5	Ms. Saima Shaikh	Student	8237344834
6	Ms. Samiksha Chavan	Student	9146975898

Dr. Anurag Kashyap
Principal



Ar. Asmita Joshi
Co-ordinator



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ACADEMIC IMPACT



DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Cummins College Road
BNCA Campus, Karve Nagar, Pune 411052
www.bnca.ac.in, Email: mail@bnca.ac.in
Ph. +91 20 25474052, 25474437

Ref. no. BNCA/205 /2021

Date:- 01/06/2021

Maharshi Karve Stree Shikshan Samstha's

Dr. Bhanuben Nanavati College of Architecture for women

Internal Complaint Committee

Sr. No.	Name of the members	Designation	Contact no.
1	Dr. Shubhada Kamlapurkar	Presiding officer	9850958250
2	Dr. Sharvey Dhongde	Faculty	9850509765
3	Prof. Vaishali Anagal	Faculty	7722040321
4	Ar. Asmita Joshi	Faculty	9881134313
5	Mrs. Sangita Mohokar	Non teaching faculty	7972495466
6	Mrs. Shilpa Pathak	Non teaching faculty	9881067317
7	Ms. Apoorva Kate	Student	9082000685
8	Ms. Arushi Poonala	Student	9848048267
9	Ms. Vibha Thakare	Student	9822034324

Dr. Anurag Kashyap

Principal



Ar. Asmita Joshi

Co-ordinator



AFFILIATED TO UNIVERSITY OF PUNE, AFFILIATION NO.:PU/PN/ARCH/109/94



UNAI-MEMBER
UNITED NATIONS
ACADEMIC IMPACT

BNCA/180/2021

BNCA
ISO 9001:2008 CERTIFIED

MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

BNCA College Campus,
Karve Nagar, Pune - 411052,
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Date: 27th July 2021

As per The Scheduled Castes and Tribes – Prevention of atrocities Act, Dr.Bhanuben Nanavati College of Architecture, Pune has established a committee to protect the interest of students belonging to the SC-ST category.

The students on the committee are **members of the Student Council 2021-2022** elected by the BNCA students from 4 Divisions to represent and protect the interests of the SC-ST category in the Student Body. These elections are carried out as per Savitribai Phule Pune University Guidelines. Please see attached list of Student Council and Representations.

The following are the committee members.

Sr.No	Name of the Staff/Faculty/Student	Designation in BNCA	Contact No.
1	Dr. Anurag Kashyap	Principal	9822014323
2	Dr.Meera Shirolkar (Faculty Head)	Head of Department	9921698469
3	Shri.Rajesh Mane (Staff Head)	Scholarship Co-ordinator	9960750799
4	Arya Powar (Student Head)	Member of Student Council	8149383936
5	Mansi Shirke	Member of Student Council	7709649188
6	Shruti Dhiwar	Member of Student Council	9850175445
7	Akshata Kadam	Member of Student Council	9922964863

Invited Committee members

1	Shri.Baburao Udamale	Assistant Librarian	9657999360
2	Shri.Amol Hinge	Assistant Administrative Officer	9130087709

Concerned SC/ST Students and their parents may henceforth approach to this committee for any complaint that falls under the purview of the above act.

Dr. Anurag Kashyap
Principal

Principal
MKSSS's Dr. Bhanuben Nanavati
College of Architecture For Women
Karvenagar, Pune-411052.



1508



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S

AFFILIATED TO UNIVERSITY OF PUNE, AFFILIATION NO.:PU/PN/ARCH/109/94



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Ethical Review Committee for Research in Architecture

The purpose of an ethical review committee is to ensure that the research studies being undertaken in the organization protects the integrity of the participants and are inclined towards the progress of society. It intends to ensure good methodical, logical, systematic practice, like originality of research ideas, methodologically sound research designs, good scientific reporting practices, and anti-plagiarism practices.

In 2018 the UGC-CARE was established to promote and benchmark research integrity and publication ethics among the Indian academia (Patwardhan, et al., 2018 and Patwardhan, 2019). Prime objective of the UGC-CARE is to promote quality research, academic integrity and publication ethics in Indian universities. Its structure for the assessment of journals is available as a well-planned, informative, functional, responsive, and graded structure (UGC-CARE. <http://ugccare.unipune.ac.in>).

Recognizing the need for a body that educates students and teachers about good research practices and also one that monitors research projects undertaken at educational institutions, the UGC has recommended that each institution has its own committee of Research Integrity.

Research Ethics Committee (REC)

PhD Research Center at Bhanuben Nanavati College of Architecture under Savitribai Phule Pune University has introduced a comprehensive ethical scrutiny process to address relevant ethical considerations and is subject to appropriate ethical review. Ethical Committee approval is required to safeguard researchers conducting the study and also protects the rights, safety, dignity and well-being of research participants. Obtaining ethical approval also facilitates and promotes ethical research that is of potential benefit to participants and society. The ethical approval from an impartial committee helps the center to ensure that the research conducted is of high ethical standard, sound integrity and in accordance with good research governance and legal requirements.

Composition of REC: The research ethics committee (REC) is constituted with individuals having backgrounds relevant to the areas of research the committee is most likely to review. Committee ensures that multiple perspectives are brought into the discussion. There is at least one lay member and one non-affiliated member, present to make decisions about the proposed research.

- **Chairperson**
- **Internal Member/Supervisor**
- **External Member.**
- **Head, Research Centre**

The members are supposed to attend meetings arranged at the center for reviewing their research proposals in light of ethical concerns by invitation against receipt of an application from the candidate

for approval. It is the responsibility of the candidate as well as supervisor/s to make sure that such ethical approval has been obtained prior to any data collection/analysis taking place. Applications for ethical approval should be submitted to the center with necessary documents. Approval from REC is required for the following cases:

Sources of Data

All research that involves collecting new data from human participants and/or using pre-existing personal data. It covers all forms of collection process, e.g. experimental procedures/retreatment/intervention, focus group, telephone/internet survey, observation, personal interviews, or self-administered questionnaire, etc. It also includes physical settings, particularly in architectural research, whose anonymity needs to be safeguarded.

Usage of pre-existing data refers to retrieving readily available personal data from existing documents/records for secondary analysis, irrespective of whether or not the data are publicly available, whether or not the data originally collected are intentionally for research purpose, and whether the personal data from existing documents/records will be extracted for secondary analysis.

Risk

To ensure that participants' interests and rights are protected candidates should consider carefully if the research study will involve any possible risks which could induce greater than minimal physical and/or psychological stress/pain/discomfort to participants. In case that there are risks, the participants should be informed clearly about the type and what degree of the risk they may be undertaking, and what measures will be taken to minimize the risk, and what remedial support will be given to participants at risk.

Candidate should safeguard participants' privacy and confidentiality. Candidate should inform participants how their provided data will be deployed in the research, and how and how long the data will be safely kept.

Informed Consent

Researchers must accordingly obtain appropriate informed consent assure the voluntary capacity of the participant by providing sufficient opportunity to consider whether or not to participate, and minimizing the possibility of coercion, undue influence, or harassment

Parental Consent

The candidate should be to seek written consent from parents and to obtain assent from students themselves for research involving children under 18, even in cases where children were able to decline participation.

Privacy and Confidentiality of Data

Researchers must maintain the confidentiality of data related to individual research participants. Except by public observation, researchers should clearly indicate the purpose of the collection of data and the method to ensure the confidentiality of collected data. Researchers must also avoid use of any personal identifiers such as individual names and addresses in their research reports which could lead to the human participants being identified.

Benefits

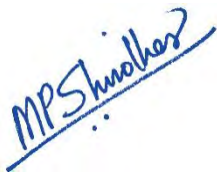
Prospective participants should not be adversely induced by financial reward or be pressured to participate in research. All reimbursement of expenses, such as traveling expenses, should be commensurate with standard practice and be reasonable.

Studies Involving External Parties

If an external party is involved in co-organizing the research project (e.g. in recruitment or data collection), a formal contract/letter of agreement or consent form should be signed before commencement of the project, and such document should be submitted together with the ethical application.

Approval Process:

- **Approved:** A letter of approval will be issued to the PI with indication of the ethics approval period granted.
- **Conditionally Approved:** The approval letter will be issued with comments/concerns need to be satisfactorily addressed.
- **If Approval is Not Given:** The Committee will specify its comments/recommendations on the notification to the PIs of protocols which are not approved.
- **Reconsideration of Decision:** The Committee will further consider the resubmitted proposals according to the Committee's recommendations.



Dr Meera Shirolkar
Coordinator
Research Ethical Committee



Dr Anurag Kashyap
Principal & Head Research Center

MKSSS's BNCA FEEDBACK POLICY

1. INTRODUCTION:

A feedback is necessary for understanding the working of institution's system for each level. Through a structured mechanism, feedback is collected from various stake holders, quality teaching learning process, facility and resource availability and basic needs whilst in the campus. The feedback allows the institute in understanding how its service is reviewed. The students are empowered to evaluate and suggest what works best for them in the teaching – learning process and also in terms of reviews facilities.

There are internal and external feedback that the institute collect at different times in the term.

Internal feedbacks

1. Students feedback for faculty
2. Peer feedback from faculty
3. Students satisfaction survey

External Feedbacks

1. Parents feedback
2. Employers feedback
3. Alumni feedback

2. OBJECTIVE OF FEEDBACK:

The feedback collection process, aims towards continual improvement of academic and administrative facilities available in the campus. It is achieved by the following parameters:

Feedback in learning process: To maximize their potential at different stages of training, raise their awareness of strengths and areas for improvement, and identify actions to be taken to improve performance.

Feedback in assessment process: To understand the subject being studied and gives them clear guidance on how to improve their learning. Providing students engage with feedback, it should enhance learning and improve assessment performance.

3. PURPOSE AND SCOPE

- To understand perception of students and stakeholders with respect to service provision and facilities;
- Audit and enhance the aspects of students' learning experiences through the timely collection, analysis and reporting of student feedback concerning teaching, learning and assessment;
- Providing students and stakeholders with the scope to actively participate in the continual improvement of programs of study by feedback collected on timely basics.

4. FEEDBACK MECHANISM

A structured Feedback form will be prepared for respective stakeholders. The feedback shall be collected through both online methods. Filled feedback forms shall be analysed by IQAC. Feedbacks are to be collected under following broad head -

Feedback from students – Mid of Semester

Feedback from Alumni - Annually

Feedback from employer - End of 1st semester

Feedback from staff - Once/ Twice in a year

Feedback from parents - Annually

Feedback on curriculum shall be taken from all the Stakeholders to analyze the success of existing curriculum and to suggest valuable suggestions in other aspects related to teaching, learning and research processes.

After the feedback analysis, it shall be forwarded to the competent authority for further process and action. Based on feedback analysis, action taken report shall be generated and necessary remedial measures taken on timely basis.



BNCA

Green Policy/ Environmental Policy

An educational institution is an appropriate place to instill in students a sense of responsibility towards the environment as a whole. A sustainable campus ensures the use of environment friendly practices as well as the well being of all its users leading to a better learning environment.

BNCA has been a pioneer in introducing environmental sustainability in its teaching-learning pedagogy as well as starting one of the first Masters program in Environmental Architecture. It recognizes the need to conserve our resources like water, energy etc. as well as utilize the existing ones in the best possible way leading to minimal waste.

The overall environmental/green policy aims at creating a sustainable, zero waste, carbon neutral campus ensuring the health and well being of its users in the long term.

To achieve this larger goal a strategic short term and longterm plan is prepared addressing the following aspects:

Energy:

Maximum artificial lighting fixtures converted to LED or energy efficient lighting.

Motion sensors in low volume areas and daylight sensors to be installed for energy conservation

Specification for the Purchase of new equipment to follow guidelines laid down by BEE (Bureau of Energy Efficiency)

Water:

Use of water efficient fixtures as per norms for new installations and existing fixtures to be made water efficient with the use of sensors and/or aerators

Management of waste water and its reuse in the system

Periodic and regular maintenance of water related fixtures and fittings as well as equipment to reduce water wastage.

Waste:

Prepare a zero waste management policy for biodegradable as well as non-biodegradable waste

To minimize purchase of new resources and increase use of recycled, repurposed infrastructure

Conduct regular plastic and e-waste collection drives

Create awareness on waste management and disposal

Prepare an holistic policy for the collection and disposal of sanitary waste

To implement sustainable resource management practices

Other Policies:

BNCA to be certified as Green building ensuring a tangible measurement of its green practices and policy

Prohibit smoking and tobacco chewing on campus

Prepare an environment friendly purchase policy

Create awareness drives and sensitization programs amongst students, faculty , supporting staff ,all other stakeholders and the community regarding judicious use of energy and water as well as minimization of waste

Minimize use of paper in academic and administrative work

Set up a system of monitoring and reviewing of various environmental systems and policies and upgrading the same from the feedback received

Encourage the use of public transportation, car pooling etc. to reduce pollution. Also encourage the use of alternative technology vehicles by providing them with incentives like priority parking etc.

Restrict entry of vehicles to specified area and create a pedestrian friendly campus

The campus already has solar power installations for energy as well as hot water. Explore the possibility of further enhancing the use of such renewable sources of energy technologies.

Prepare a plan for a carbon neutral campus

The implementation of the policy will be done by a committee consisting of:

Head of the Institute

Head- M.Arch (Environmental Architecture)

Head - M.Arch (Landscape Architecture)

Faculty coordinators from UG and PG programs – 4

The committee will periodically review the strategies implemented and its effectiveness in creating a sustainable campus.

The policy will be displayed on the website and communicated to all stakeholders.

To implement the policy following measures can be taken:

Create student clubs and student activities which have an environment centric focus

Preparation of Green audit, Environmental audit and Energy audit to be done periodically (every year)

Preparation of a landscape/ tree policy for the campus

Clean campus initiatives to be undertaken like cleanliness drives, awareness campaigns etc.





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Dr. B. N. College of Architecture for Women Maintenance and Cleanliness Policy

Maintenance Policy details

The central campus in Karvenagar has several units (institutes) where the Samstha centrally controls building maintenance, garden maintenance and housekeeping (cleaning) and maintenance of equipment.

Plumbers, electricians and constructions labour are recruited from known agencies as and when required.

- The institute has been allocated 9 outsourced housekeeping personnel which work from 8 am to 5 pm, 6 days a week.
- The fixed/movable infrastructural equipment is monitored and maintained.
- Required steps are taken for location, upkeep and maintenance of sensitive equipment (protecting from voltage fluctuations, ensuring constant supply of water etc.)
- The sanctioned load by electricity provider to the institute is 753 kVA. In addition, the Samstha has its own transformer of capacity 1130 kVA. The institute also has 3 diesel generators of backup capacity 820 kVA.
- For uninterrupted power supply the institution has installed 18 UP systems with total capacity of 102.5kVA
- For drinking water, the institute is provided with 6 filtered water dispensers at different locations. There is centralized surveillance system having 147 CCTV Cameras in place.
- The institute is equipped with powder fire extinguishers and CO₂ fire extinguishers installed at strategic locations for emergency fire fighting monitored by Vastu Vyavastha Vibhag MKSSS.
- For facilitation of internal and external communication the building is equipped with Telecom System with single or multiple terminals.

Physical Cleaning Policy

1. Toilets, Common area, Classrooms and staff rooms are maintained by appointed regular and contract staff. The cleaning and maintenance work supervise by appointed sanitary inspector and supervisor.
2. Classrooms and Staffrooms: - group of 4 contract person clean classroom and staff room twice a Day. Appointed peon work for maintenance. Each staff room is assigned with one peon.
3. Cleaning of water coolers: - every floor has a water cooler, which is cleaned and maintained by two peons once in a week and supervised by the assigned staff.
4. Water purifier maintenance: -is done by hired agency and cleaned once in three month duly reported to the assigned staff.
5. Electrical Maintenance: -it is regularly done by assigned staff.
6. Lift services and maintenance: - college has two lifts for maintenance of which annual contract has been given to IEC LIFTS.the agency looks after the maintenance and it is done on monthly and call basis.
7. Property Insurance: - Theft, burglary, fire etc., an annual insurance policy is resumed by New India Insurance Company; the insurance policy is termed on all the property and can be claimed in case of any disasters.
8. Security guards: -For parking and traffic management and safety, security agency appointed by the Samstha's Vastu Vyavstha Vibhag.
9. Gardener: - Gardner has been appointed by Vastu Vyavstha Vibhag MKSSS to look after the landscape.
10. Furniture Maintenance: - A contractor or agency is hired for repair or maintenance work in need basis.
11. Plumbing and fittings: - The maintenance is done by, Vastu Vyavstha Vibhag MKSSS.



Dr. Anurag Kashyap
Principal

Dr. B. N. College of Architecture, Pune



BNCA | Policy: Mentor – Mentee Program

In order to have better governance and administrative control on Student progression, an extensive **Mentor – Mentee program** is launched at BNCA. The IQAC appoints Faculty Mentors for a selected cohort of Students across the years, division wise. The Mentors are expected to guide, counsel and monitor the progress of these students through their years at BNCA. They are expected to be reporting to their respective Co-ordinators of their division from time to time regarding the progress of the Student. Under the Mentor-Mentee Program, the Mentors are expected to conduct periodic meetings with the Mentees and keep a detailed log of the same. An equal ration of one Faculty against 15 Students is maintained across the divisions.

The objectives of this program are fourfold:

01. Motivational – Increasing internal motivation of Students
02. Aspirational – Helping mentees with their career goals and planning for the same
03. Academic – Guiding regarding academic problems and road blocks
04. Learning Skills – Advising the mentees regarding various skills required and their acquisition

The Mentorship program helps further the institutional goals regarding student progress.



OUTCOME BASED EDUCATION (OBE) FOR THE COURSE OF ARCHITECTURE

A policy paper for Dr. B N College of Architecture

Outcome Based Education (OBE) is not just a word that has acquired currency in the recent times; rather it is a way of re-centering educational practice with students as the focus of education. The idea of student centered learning process may sound like stating the obvious, however as teachers all of us will acknowledge that often the concerns of ‘completing the curriculum’ outweigh the concerns of ensuring whether learning has happened. We get too focused on student performance rather than student progression. We spend time ‘covering’ the content rather than fostering habits of the mind. Refocusing on OBE will help us reset our priorities and maximize student learning.

We have formulated four distinct stages in Planning for OBE.

Stage 1 - Faculty Capacity Building

Holding faculty workshops both for the entire cohort as well as subject specific groups to explain and discuss the meaning, principles and tools necessary for implementing OBE.

Stage 2 – Building an Outcome framework

Building an Outcomes framework is a process that involves the following

1. Defining Learning outcomes.
Over years we have realized that the curriculum mandated by the affiliating university is inadequate for the purpose of defining learning outcomes. Using curriculum as a baseline, subject faculty will have to write their syllabus documents defining the learning outcomes. Blooms Taxonomy of Cognitive and Psycho-Motor Learning may be effectively used for this purpose.
2. Deciding on a teaching /learning strategy.
Rather than relying on lecturing as a dominant teaching strategy, the teachers will be encouraged to use collaborative learning, learning through Inquiry, learning through Simulation, learning using mental models, Behavioral Learning and Experiential Learning along with lecturing in order to cater to various learning styles and ensure fulfillment of learning objectives.
3. formulating an assignment based on the level of learning expected
The assignment will have to be designed keeping in mind the learning objectives. The assignments will also have to be formulated to ensure that student knowledge is scaffolded on their previous understanding. It is encouraged to stack the assignment so that the challenge faced by each student in solving the assignment is within their proximal zone of development.
4. Designing a robust assessment tool
Assessment formulation has to be accompanied by an assessment rubric with very clearly stated criteria. More clear and visible the rubric is, better will be the self-judgment capacity of the students. The act of writing the rubric will also be a good exercise for the teachers and help them refocus on the learning outcomes

Stage 3 – Implementation

The prepared framework will be implemented in classrooms. It is planned to focus on skill based and theory based subjects in the initial phase before implementing the OBE for design subjects.

Stage 4 – Review

Conducting faculty review meetings and student feedback will feed back into tweaking and fine tuning the outcomes framework. Once the first round of outcomes has been defined we plan to map it on the program outcomes and program specific outcomes. The PO's and PSO's will be based on the University Curriculum, the Model curriculum for Architecture as defined by AICTE as well as the NAAB criteria developed in USA. The next part summarizes the PSO criteria that we plan to use as a framework at BNCA

Program Specific Outcomes for the course of Architecture

While researching on appropriate Program outcomes for Architecture, we examined frameworks provided by AICTE, and that provided by Savitribai Phule Pune University. The Program outcomes as stated by these two bodies are mentioned below

Program Outcomes as per the model architectural curriculum prepared by AICTE

1. Understand the real-life situation in architectural practice and recognize the dialectic relationship between people and the built environment (especially with reference to the Indian sub-continent) with reference to their needs, values, behavioural norms, and social patterns.
2. Thrive in a rigorous intellectual climate which promotes inquiry through design research.
3. Work collaboratively toward synthetic design resolution which integrates an understanding of the requirements, contextual and environmental connections, technological systems and historical meaning with responsible approach to environmental, historical and cultural conservation.
4. Apply visual and verbal communication skills at various stages of the design and delivery process.
5. Produce professional quality graphic presentations and technical drawings/documents.
6. Critically analyze building designs and conduct post-occupancy evaluations.
7. Work in a manner that is consistent with the accepted professional standards and ethical responsibilities.
8. Work in collaboration with and as an integral member of multi-disciplinary/interdisciplinary design and execution teams in the building industry.
9. Conduct independent and directed research to gather information related to the problems in architecture and allied fields.

Program Outcomes as per Savitribai Phule Pune University Curriculum, 2019

1. Knowledge -Understanding about role of various knowledge domains such as humanities, technology, and environment in design of built environment.
2. Principles & Theory- Knowledge of principles of architecture & theoretical knowledge and its application in design.
3. Creativity - Creative and design thinking ability.

4. Practice - Ability to understand real life situation of Architectural Practice and to work with ethical and professional responsibilities.
5. Collaborative Working -Ability to communicate effectively and work in interdisciplinary groups.
6. Inclusivity -Sensitivity in design for inclusivity, equity, environment, diverse cultures, and heritage.
7. Technological Knowhow-Ability to review, comprehend and report technological developments in the profession of architecture and construction.
8. Ability to choose Area of Specialisation or Practise- Able to judge one's area of interest and accordingly choose the field of practice.

On examination we found that although these two frameworks capture the learning goals to an extent however they are too broad to be useful in mapping them onto the course outcomes. We needed a more robust framework that would give a more comprehensive framework of learning goals relevant for a graduating Architect.

As a reference, we looked at frameworks developed by Architect's Registration Board (ARB), UK and National Architectural Accrediting Board (NAAB), USA. Both these frameworks share a lot of similarities and are more robust and clearly articulated. The main difference being that the ARB criteria are divided into three distinct parts (general criteria and professional criteria) while the NAAB criteria outline two levels of accomplishment within the criteria as understanding (capacity to classify, compare and summarize) and ability (proficiency in doing a task).

The NAAB criteria are worded to enable easier mapping of the program outcomes onto the course outcomes. Hence with few modifications we have adopted the same for our purpose. The program outcomes may require to be further refined to make them more suited to our cultural and social context. It is a task that we will continue doing at the Institutional level

The Program Specific Outcomes based on the NAAB criteria are listed below

A: Critical Thinking and Representation. Graduates in Architecture must be able to build abstract relationships and understand the impact of ideas based on the study and analysis of multiple theoretical, social, political, economic, cultural, and environmental contexts. Graduates must also be able to use a diverse range of skills to think about and convey architectural ideas, including writing, investigating, speaking, drawing, and modelling.

1. Professional Communication Skills: *Ability* to write and speak effectively and use representational media appropriate for both within the profession and with the general public.
2. Design Thinking Skills: *Ability* to raise clear and precise questions, use abstract ideas to interpret information, consider diverse points of view, reach well-reasoned conclusions, and test alternative outcomes against relevant criteria and standards.
3. Investigative Skills: *Ability* to gather, assess, record, and comparatively evaluate relevant information and performance in order to support conclusions related to a specific project or assignment.

4. Architectural Design Skills: *Ability* to effectively use basic formal, organizational and environmental principles and the capacity of each to inform two- and three-dimensional design.
5. Ordering Systems: *Ability* to apply the fundamentals of both natural and formal ordering systems and the capacity of each to inform two- and three-dimensional design.
6. Use of Precedents: *Ability* to examine and comprehend the fundamental principles present in relevant precedents and to make informed choices about the incorporation of such principles into architecture and urban design projects.
7. History and Global Culture: *Understanding* of the parallel and divergent histories of architecture and the cultural norms of a variety of indigenous, vernacular, local, and regional settings in terms of their political, economic, social, ecological, and technological factors.
8. Cultural Diversity and Social Equity: *Understanding* of the diverse needs, values, behavioral norms, physical abilities, and social and spatial patterns that characterize different cultures and individuals and the responsibility of the architect to ensure equity of access to sites, buildings, and structures.

Realm B: Building Practices, Technical Skills, and Knowledge. Graduates in Architecture must be able to comprehend the technical aspects of design, systems, and materials and be able to apply that comprehension to architectural solutions. In addition, the impact of such decisions on the environment must be well considered.

1. Pre-Design: *Ability* to prepare a comprehensive program for an architectural project that includes an assessment of client and user needs; an inventory of spaces and their requirements; an analysis of site conditions (including existing buildings); a review of the relevant building codes and standards, including relevant sustainability requirements, and an assessment of their implications for the project; and a definition of site selection and design assessment criteria.
2. Site Design: *Ability* to respond to site characteristics, including urban context and developmental patterning, historical fabric, soil, topography, ecology, climate, and building orientation, in the development of a project design.
3. Codes and Regulations: *Ability* to design sites, facilities, and systems that are responsive to relevant codes and regulations, and include the principles of life-safety and accessibility standards.
4. Technical Documentation: *Ability* to make technically clear drawings, prepare outline specifications, and construct models illustrating and identifying the assembly of materials, systems, and components appropriate for a building design.
5. Structural Systems: *Ability* to demonstrate the basic principles of structural systems and their ability to withstand gravitational, seismic, and lateral forces, as well as the selection and application of the appropriate structural system.
6. Environmental Systems: *Ability* to demonstrate the principles of environmental systems' design, how design criteria can vary by geographic region, and the tools used for performance

assessment. This demonstration must include active and passive heating and cooling, solar geometry, daylighting, natural ventilation, indoor air quality, solar systems, lighting systems, and acoustics.

7. Building Envelope Systems and Assemblies: *Understanding* of the basic principles involved in the appropriate selection and application of building envelope systems relative to fundamental performance, aesthetics, moisture transfer, durability, and energy and material resources.
8. Building Materials and Assemblies: *Understanding* of the basic principles used in the appropriate selection of interior and exterior construction materials, finishes, products, components, and assemblies based on their inherent performance, including environmental impact and reuse.
9. Building Service Systems: *Understanding* of the basic principles and appropriate application and performance of building service systems, including lighting, mechanical, plumbing, electrical, communication, vertical transportation, security, and fire protection systems.
10. Financial Considerations: *Understanding* of the fundamentals of building costs, which must include project financing methods and feasibility, construction cost estimating, construction scheduling, operational costs, and life-cycle costs.

Realm C: Integrated Architectural Solutions. Graduates in Architecture must be able to demonstrate that they have the ability to synthesize a wide range of variables into an integrated design solution.

1. Research: *Understanding* of the theoretical and applied research methodologies and practices used during the design process.
2. Integrated Evaluations and Decision-Making Design Process: *Ability* to demonstrate the skills associated with making integrated decisions across multiple systems and variables in the completion of a design project. This demonstration includes problem identification, setting evaluative criteria, analyzing solutions, and predicting the effectiveness of implementation.
3. Integrative Design: *Ability* to make design decisions within a complex architectural project while demonstrating broad integration and consideration of environmental stewardship, technical documentation, accessibility, site conditions, life safety, environmental systems, structural systems, and building envelope systems and assemblies.

Realm D: Professional Practice. Graduates in Architecture must understand business principles for the practice of architecture, including management, advocacy, and the need to act legally, ethically, and critically for the good of the client, society, and the public.

1. Stakeholder Roles in Architecture: *Understanding* of the relationships among key stakeholders in the design process—client, contractor, architect, user groups, local community—and the architect’s role to reconcile stakeholder needs.
2. Project Management: *Understanding* of the methods for selecting consultants and assembling teams; identifying work plans, project schedules, and time requirements; and recommending project delivery methods.

3. Business Practices: *Understanding* of the basic principles of a firm's business practices, including financial management and business planning, marketing, organization, and entrepreneurship.
4. Legal Responsibilities: *Understanding* of the architect's responsibility to the public and the client as determined by regulations and legal considerations involving the practice of architecture and professional service contracts.
5. Professional Conduct: *Understanding* of the ethical issues involved in the exercise of professional judgment in architectural design and practice and understanding the role of the COA Rules of professional practice in defining professional conduct.

BNCA will be undertaking the exercise of mapping these program specific outcomes onto the course outcomes that we will be gradually developing. We foresee a minimum of a year's time to have a working framework of Outcome based education system to be used in our teaching / learning of Architecture



Draft Proposal by Dr Shubhada Kamalapurkar

27 August, 2021

BNCA Resource Center

In the light of emerging technologies , changing design trends , upcoming new challenges in Architectural Profession and changing economic scenario, government policies and institute priorities, the Institute considers Architectural consultancy and Research consultancy projects as an important means for extending benefit of Profession ready knowledge and scientific research work at the institute ,thus broadening the experience base of the institute community

BNCA Resource Center is established as a tool for contributing to the country's industrial and economic growth. Therefore, as a matter of policy, the institute encourages its faculty members to undertake consultancy work as a measure of scientific/technical collaboration with outside agencies.

Council of Architecture has emphasized on Institutional Consultancy by the faculty members of the schools of architecture. According to Council of Architecture; Institutions imparting architectural education must encourage faculty members to be involved in professional practice which would enrich the experience and knowledge of the faculty members and, in turn, upgrade the level/quality of teaching, training and research programmes. Many new factors, including the advances that science and technology is making, call for immediate attention by the profession. Architectural education needs to be broader and more encompassing, and the faculty and the teaching institutions have to keep themselves abreast of the latest techniques and development. (www.coa.gov.in)

It is emphasized that the Heads of the institutions must ensure that the faculty members do not, directly or indirectly, compromise their responsibility to the students and that the consultancy practice would not interfere with the faculty member's normal and primary duties to the students and other activities of the institution. The primary commitments of a faculty member are towards the students, teaching/research and other activities of the institution.

The Consultancy at B N C A is consistent with the guidelines Set by Council of Architecture

Advantages of BNCA Resource center facility

The Center of the Institute has advantages like:

1. Appropriate Architectural and Research Consultancy projects, in addition, for providing much needed service to the development and industry, also benefit the concerned faculty members and the Institute in several ways. They enrich the professional experience and knowledge of faculty members and thus make them better educators.
2. Consultancy projects provide a first hand knowledge of the current problems of industry, which is very helpful in tuning the curriculum to the national needs.
3. It will also help them in designing curriculum and new courses as well as create new avenues of research in sync with the challenges and emerging trends in the profession.
4. The faculty members get an opportunity to apply their innovative ideas to practical situations.
5. The involvement of students in real projects would enable the students to understand and apply the knowledge gained in the process of learning.
6. The students will thereby be industry ready resulting in their immediate placements in good offices or giving them confidence to practice on their own after completion of their studies.
7. The works in public domain will help serve the society and thereby contribute to nation building.
8. The collaborations and works will lead to wider and broader outreach of the faculty and in turn the institute.

Organisational structure of Institutional Consultancy as stipulated by Council of Architecture (www.coa.gov.in)

1. The Institutional Consultancy Cell may manage its affairs through a committee of faculty members and the authorities of the institution, duly authorised to initiate and conclude negotiations for jobs and other details like nature of job, fees, responsibilities etc.

2. The Consultancy Cell Committee, may, assign the job to faculty members individually or in groups.
3. The Consultancy Cell may make use of institution facilities with supporting infrastructure of its own.
4. The faculty members entrusted with the jobs may appoint a group leader for entering into agreement with clients on behalf of the Consultancy Cell and also to engage specialist consultants, as and when required, and to negotiate the fees thereof with the Consultancy Cell Committee's approval.
5. The faculty members may be permitted to engage in private consultancy practice without detriment to their normal and primary duties to the students, research/training and other activities of the institution, either individually or in groups or in association with individuals or with established firms on a fee or retainer basis.
6. The faculty members shall keep the institution informed of each consultancy project to be undertaken seeking prior approval within a reasonable period of time: Provided, if, in the opinion of the institution, the primary teaching duties of the faculty members are likely to be adversely affected by the quantum and nature of work, the reasons shall be communicated to the faculty members to satisfy the institution before actual engagement.
7. The faculty members shall not be entitled for any concession for engaging themselves in private consultancy practice.
8. The faculty members shall impart to the students the knowledge and experience gained in private consultancy practice and may also impart professional training to the students.
9. The faculty members shall engage in consultancy practice at their own risk and the institution shall not be held responsible legally or otherwise arising out of such consultancy practice.

Financial Structure of Institutional Consultancy

(in line with norms set by Council of Architecture (www.coa.gov.in))

1. The Consultancy Cell shall contribute a portion of the fees not exceeding 10%, to the Research, Development and Staff Welfare Fund: The funds from the Research, Development (5%) and Staff Welfare Fund (5%) shall be utilised only for welfare programmes, research and development activities.
2. Provided further, that another 10% of the fees and more (refer cases mentioned ahead) shall be placed at the disposal of the BRC Committee to defray expenditure for its activities and as seed money.
3. If the share is more than 20% of the fees, the same will be utilised by the Department / Individual The remaining 80% of the fees shall be utilised for all kinds of expenditure and for payment of honorarium to faculty members.
4. The faculty members shall submit progress reports to the Consultancy Cell periodically for review.
5. Individual verticals shall submit reports annually to the BRC Committee and BRC Head who is also the Principal of the institution.
6. Individual verticals shall manage individual project files with all project details along with **details all receipts and payments.**

With this in view B N C A will permit faculty members to engage themselves either in institutional consultancy or individual consultancy on the guidelines set by Council of Architecture .

BNCA Resource center has been providing Fab Lab Services and BNCA Institutional Consultancy Services. Institutional Consultancy included Govt Projects, Semi-Government and Private Clients with majority of projects done voluntarily /honorary by our faculty and students for social cause. With the increasing number of Ph.D holders and growing strength of BNCA as a Research Center and possibilities of faculty and students working on Research Projects or Research Consultancy works , the same has been now added under the larger

umbrella of BRC. Online and offline Workshops and Short term courses based on emerging design trends, newer technologies and developments, which are not part of the syllabus and /or which are open to students and faculty etc outside BNCA , will be included under BRC.

ORGANISATIONAL STRUCTURE

1. BNCA RESOURCE CENTER (BRC) DIRECTOR – Dr Anurag Kashyap

2. BNCA RESOURCE CENTER (BRC) VERTICALS

- I. BNCA CONSULTANCY CELL (BCC) – Dr Shubhada Kamalapurkar
- II. BNCA RESEARCH HUB (BRH) –Dr Swati Sahasrabudhe
- III. BNCA CONTINUED EDUCATION PROGRAM (BCEP) – Dr Kavita Murugkar
- IV. BNCA FAB-LAB AND OTHER SERVICES (BFOS)– Mr Yogesh Kulkarni/Lab-Incharge

3. BRC COMMITTEE

BRC Committee will consist of the PRINCIPAL / BRC HEAD , BCC HEAD , BRH HEAD, BCEP HEAD AND ACADEMIC CO-ORDINATOR and if need be senior faculty to take important decisions ,deciding the scope of the BRC and monitoring the functioning of it. This Committee will be duly authorized by the Institution.

ROLES AND RESPONSIBILITIES OF THE BRC COMMITTEE

1. The BNCA Resource Committee may decide and assign the job to faculty members individually or in groups
2. The BNCA Resource Committee members shall submit reports related to their vertical annually to the BRC Director
3. BNCA Resource Committee will handle cases which need arbitration
4. BNCA Resource Committee will resolve internal issues of any.
5. BNCA Resource Committee will take decisions on matters which are ambiguous and which need more clarity

4. ACCOUNTS AND LEGAL SUPPORT

Legal advisors appointed by the Samstha will guide on legal documents and legal issues that may arise in the project.

Accounts department will maintain all the accounts related to the project and provide all necessary accounts related support.

ROLE AND RESPONSIBILITIES OF BRC DIRECTOR

The Principal of the Institute will be the Director of the BCC.

ROLE

- Promoter of the BRC
- Create encouraging and supportive environment for BRC

RESPONSIBILITIES AND LIABILITIES

- Initiate discussions with client who approaches the institute and assign it to faculty.
- Provide office setup and necessary infrastructure eg. computer , plotter, electricity, printer, etc
- Provide Administration support
- Decide usage of funds received from projects and surrendered to BRC
- Resolve internal issues if any.

Which Projects to be termed as BNCA Projects ?

All Projects/ Research / Fab-Lab services , Short term courses and workshops that are any of these –

1. Those where BNCA as an Institute is approached out of good will and fame.
2. Those will be enrouted through BNCA or MKSSS or any Institute under the parent organization.
3. Those which utilizes BNCA Networks
4. Those which utilizes BNCA Resources like team of experts, students, infrastructure
5. With those experts who are invited and hosted by BNCA

6. Those Projects / Works that are part of BNCA Academics / Studios

Research/Projects which are funded by organisations like AICTE,COA, SPPU ,UGC, DST ,ICSR **will not be included** under BRC.

INFRASTRUCTURE AND TECHNICAL SUPPORT

Following infrastructure is required to run effectively the BRC-

- a. Well –furnished and well –equipped work stations and labs for consultancy with High configured computers with latest softwares
- b. Generator backup
- c. Upgraded and well functioning labs with lab in charge
- d. Administrative ,Accounts and Technical Department support from time to time
- e. Flexible College timings extending at times beyond regular working hours.

LARGE CONSULTANCY PROJECTS

For Projects with an outlay of more than Rupees 10 lakhs, the PI will ensure that the project proposal to be submitted to the sponsoring agency is vetted by the Head of the Department and BRC Head. The projects of Consultancy value more than Rs. 20 lakhs would be monitored by a BRC Committee.

CONSULTANCY / WORKSHOP / RESEARCH FEES

There will be no limit on the total remuneration to be received from Consultancy Projects during any financial year by a faculty and other academic staff. However, institutional academic assignments and income tax rules of the Government shall be followed. Submission of necessary internal sanctions and Interim reports of the projects are mandatory.

APPOINTMENT OF CONSULTANTS FROM OUTSIDE BNCA

The Project Architect/ Researcher / Co-ordinator may avail the services of persons not in the institute service as consultants provided that the services are of a nature for which the expertise is not available in department/institute. The charges for such consultation should be already included in the project cost and separate amount may not be permitted.

STUDENT ASSISTANTS

The Project Architect/ Researcher / Co-ordinator as far as possible must engage institute students as Student Assistants for consultancy and research work on payment of Rupees 25-50/- per hour subject to a maximum of 60 hours (2 hours/day) per month. However, students receiving fellowship from any agency may not be entitled to such payments.

The total expenditure on this account should not exceed 20% of the gross fees contracted for project in normal case and be paid by the Project Architect/ Researcher from the fees received by her/ him.

LIMITATIONS

It is expected that Institute will accept only those Consultancy /Research projects, which provide challenge befitting professional and academic competence of the faculty members.

LIABILITY

In case any legal dispute arises between the consultant / researchers / co-ordinator and the client / sponsor such that the Consultant / Researcher or Principal Investigator or Investigators are in any way and all ways held financially and legally responsible for the losses.

DISAGREEMENTS/DISPUTES

8.1 Any disagreement within the Institute and concerned party arising at any stage of a Architectural / Research Consultancy project will be resolved in consultation with BRC Director and BRC Committee to ensure an expeditious removal of bottlenecks and smooth functioning of the project.

8.2 In case of any dispute arising at any stage of Research consultancy project between Investigator (s) and the sponsor(s), the investigator(s) will be responsible for settlement of the dispute.

8.3 All legal action will be subject to jurisdiction at Civil courts at Pune/High Court at Mumbai.

ARBITRATION

In the event of any dispute or difference at any time arising between the parties relating to Architectural /Research Consultancy project or any other clause(s) or any content and liabilities of the parties or other matters specified therein or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the Consultancy or there after, such disputes or differences shall be endeavored to be resolved by mutual negotiations, between Consultant / investigator(s) and said party.

If, however, such negotiations are in-fructuous, the dispute should be finally settled through Arbitration and Conciliation Act 1996 by three arbitrators appointed in accordance with the said Act the arbitrators shall give reasoned and speaking award.

PUBLICATIONS OF RESULTS

The Consultant / Researchers will have the right to publish the work carried out by her/him/them, unless the sponsors /funding agency /collaborators have an agreement under which their prior permission is required. Such agreement may be done a priori by both the parties concerned.

IPR PROTECTION

The work which can result into potential IPR and proceedings thereafter, shall be the joint right of institute and concerned party. The work can be registered on the individual's name, however, rights would be reserved with the institute.

BNCA Consultancy Cell (BCC)

B N C A has faculty from varying disciplines , some of them are qualified from premium institutes from India and Abroad. Consultancy Projects at BNCA can range from interior design projects , landscape design, environment architecture, digital architecture etc .

ROLES AND RESPONSIBILITIES OF BNCA CONSULTANCY CELL

BCC HEAD

ROLE

BCC Head is Executive Head who helps in actually running of the Consultancy cell through day to day activities and who has an overview of all the projects taken under BCC.

RESPONSIBILITIES AND LIABILITIES

- Co-ordination of all activities of Consultancy cell
- Overview of all the projects
- Prepare Legal documents like agreements, Architect appointment formats , indemnity bond format, Progress report formats etc and other documents necessary for functioning of BCC and Consultancy Projects.

PROJECT INCHARGE / PROJECT ARCHITECT

ROLE

Perform successfully the role of the Architect for the project as defined by Council of Architecture and the Clients as per their Agreement .

RESPONSIBILITIES AND LIABILITIES

- Appointing the Experts and Project team.
- Ensuring successful conduction and completion of the project keeping the image and brand of BNCA intact
- Raising Bills and Invoices , followup of payments from the client
- Submitting monthly /Quarterly report to BCC head
- Final set of drawings and photos to BCC Head

- Taking the legal and financial responsibilities of the project and signing necessary documents for the same.

FINANCIAL STRUCTURE FOR TYPES OF CONSULTANCY -

With the increase in types of opportunities coming to BNCA and the growing needs and challenges of the Profession , B N Consultancy cell has further expanded to become a Resource Center offering following services –

1. Architectural/ Interior /Landscape /urban /Environmental planning and design projects
2. Workshops / Short term courses held at / by BNCA (individual/collaborative)
3. Research Consultancy at / by BNCA (individual/collaborative)
4. Fab Lab Services and other services, 3d Printing /laser Cutting, Caple lab , Environmental lab ,Survey Lab, works

For the above following norms will be applied for Financial distribution for each type of services offered under BCC.

The Projects under consultancy cell will be through various channels and situations. The same are addressed below –

1. Architectural / Interior design Consultancy projects

Case I – Consultancy Projects

20% of gross/received amount to be given to BNCA and 80% to the Project Architect / 75% to Project Architect + 5% to the Promoter (if any) ; after deduction of all taxes (GST and tax deduction at source)

Case II – Honorary Projects

Projects done for goodwill only. Cost worth to be included in the appointment letter as Project Architect /Project in charge.

2. Workshops /Courses

Detailed Workshop/Courses Proposal including Budget will be approved by BCC Head , NAAC Head.

Case 1- Workshop/course fees upto Rs 5000/-

20% to BCC and 80% to the Workshop Co-ordinator; which includes all remuneration and expenditures after deduction of all taxes (GST and tax deduction at source)

Case 2 – Workshop/course fees above 5000 and upto Rs 10000/-

30% to BCC and 70% to the Workshop Co-ordinator; which includes all remuneration and expenditures after deduction of all taxes (GST and tax deduction at source)

Case 3 – Workshop/course fees Rs 10000/- and upto Rs 20000/-

40% to BCC and 60% to the Workshop Co-ordinator; which includes all remuneration and expenditures after deduction of all taxes (GST and tax deduction at source)

Case 4 - Workshop /course fees Rs 20000/- and above

50% to BCC and 50% to the Workshop Co-ordinator which includes all remuneration and expenditures after deduction of all taxes (GST and tax deduction at source)

Policy:

1. Registration Fees collected will be deposited to Accounts department.
2. Workshop details with contents, delivery method, panel of experts , workshop programme / syllabus of the course and budget will be shared and approved from BRC Committee. It is important to see that this is in line with MKSSS, BNCA philosophy and brand name.
3. Workshops /courses will be conducted after college hours .
4. Workshops and Courses to be Workshops /courses will be conducted on topics which are not part of the syllabus, however which would be value addition and adhering to BNCA philosophy.
5. Ensuring successful conduction and completion of the Workshop/Course keeping the image and brand of BNCA intact. The Workshop Co-

ordinator and Research Investigator/s will be solely responsible and accountable for the conduct and success of it.

6. Submitting the detailed report containing describing final outcome and photos to BCC Head as per NAAC format.
7. Taking the legal and financial responsibilities of the project and signing necessary documents for the same.
8. Any sponsorship over and above the proposed cost and income as per DPR will be completely income of college.

3. Funded Research Consultancy / Projects other than Institutional funding like BCUD/ AICTE /INTACH/ISRO/DST/ICSR and Scholarships

Detailed Research Proposal including finance will be approved by BCC Head , Research Head.

20% of the gross amount received to be given to BCC and 80% to the Research Co-ordinator which includes all remuneration and expenditures after deduction of all taxes (GST and tax deduction at source). In case a Promoter is involved who gets funding for the research or who gets funded research ,then 5% will be given to the Promoter in that case.

Policy:

1. Research Funding to be collected in BCC Accounts.
2. Research will be conducted without affecting teaching duties and admin responsibilities
3. Ensuring successful conduction and completion of the Research Project keeping the image and brand of BNCA intact
4. Submitting the detailed report describing final outcome to BCC Head as per NAAC format.
5. Taking the legal and financial responsibilities of the Research project and signing necessary documents for the same.

4. BNCA Fab Lab and other Services

Project Report including Budget/ expenses if any will be presented to Director and /or Head of BFS, before accepting the project in all the cases above by the project head and the approval consent of the Director and /or Head of BCC is a must for further acceptance.

Policy :

- No payment to faculty and admin and technical staff for working in college time
- For working on Holidays the payment will be on hourly basis by fixed rate.
- The rate will be as following :
- Salary of one day of the lab technician or person working on the assignment /8 hrs
- Salary of one day of the person paid by BNCA will be the CAP (maximum amount)paid to the person per day.

Rate card attached . (approved by LMC)

Taxes as applicable in all the cases.





MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S

AFFILIATED TO UNIVERSITY OF PUNE, AFFILIATION NO.:PU/PN/ARCH/109/94



UNAI:MEMBER
UNITED NATIONS
ACADEMIC IMPACT



DR.BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

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Policy for Prevention of Plagiarism

University Grants Commission (UGC) in its 530th meeting held on 20/03/2018 considered and approved the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, in order to put a check on plagiarism and to recommend some institutional mechanism to eliminate the scope of this menace in higher education system in the country. These Regulations are available on UGC website i.e www.ugc.ac.in and have been notified in the Official Gazette of India on 31/07/2018.

All students, faculty, researcher and staff of the MKSSS's Dr Bhanuben Nanavati College of Architecture for Women, Pune are requested to go through the prescribed documents related to plagiarism.

Preamble

Research is an essential and organized component of academic activity. Research integrity and ethical conduct are largely inter-related. Research integrity reflects moral faithfulness to the defined ethical code of conduct and professional standards as a personal conviction. Personal integrity is essential at all levels. Ethical principles refer to honesty and trustworthiness of records and the dissemination of the research output. Scientific values, morals and ethics are prerequisites in both academia and research. A breach in these values and honesty can tarnish the repute of not just the individual researcher/academic but also the associated institute. Effective training of enthusiastic young researchers in good ethical practices is as important as training them effectively in their chosen disciplines. It is required to create a conducive and healthy competitive environment in an institute that encourages creativity and novelty, while the evaluation committee need to learn to differentiate between quantity and quality. Thus, it is of utmost importance to have in place, a policy against plagiarism.

Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit to the person. Plagiarism does not give credit where it is due, and is an attempt to steal credit by unethical conduct during the dissemination and publication process.

Plagiarism involves copying of :

phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source. Plagiarism could be intentional (dishonest plagiarism) or non-intentional (negligent plagiarism).

MKSSS's Dr Bhanuben Nanavati College of Architecture for Women, Pune hereby puts forth the following anti-plagiarism policy which will be abided by all the students and faculty members of the college.

Objectives

1. To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity, and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.
2. To train and educate student, faculty, researcher and staff for facilitating responsible conduct of research, thesis, dissertation, promotion of academic integrity, and deterrence of plagiarism.
3. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism.

Orientation and awareness

It is essential to educate all the students, faculty, researcher and staff about the act of plagiarism, the associated repercussions, the dangers it may pose along with the legal action that may be taken against the concerned individual. Also, the students and faculty members need to be educated to understand how plagiarism can be detected and prevented. MKSSS's Dr Bhanuben Nanavati College of Architecture for Women, Pune shall take steps to strengthen the morals, values and beliefs of students and faculty members so that they do not take support of the unfair means as a resort to strengthen their profile. Also, faculty members and students shall be encouraged to take online courses regarding plagiarism and research ethics.

Compliance Statements

All students, faculty members and research scholars are required to understand that they are aware of and will abide by the plagiarism policy of MKSSS's Dr Bhanuben Nanavati College of Architecture for Women, Pune. No part of their work (thesis/dissertation, reviews, research paper/articles, book chapters and books etc.) should be copied in any form and it should be an original piece of work. Every student submitting a thesis, dissertation, report or any other such documents is required to ensure that the document is his/her original work and free of any plagiarism and has been duly checked through a Plagiarism detection tool approved by UGC/SPPU/AICTE. Each supervisor shall ensure that the work done by the researcher under his/her guidance is plagiarism free and a plagiarism check report will need to be submitted by the faculty member/concerned student.

Detection of Plagiarism and necessary legal action

MKSSS's Dr Bhanuben Nanavati College of Architecture for Women, Pune is committed to use the best tools/software to detect plagiarism while preparing academic content as suggested by UGC, SPPU and AICTE. If any member of the academic community suspects, with appropriate proof, that a case of plagiarism has been committed in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). DAIP will comprise of the following: Chairman - Head of the Department; Member- Senior academician from outside the Department and a member who is well versed with anti-plagiarism tools. Upon receipt of such a complaint or allegation, the DAIP shall investigate the matter and report to the **Research Ethical Committee (REC)** of MKSSS's Dr Bhanuben Nanavati College of Architecture for Women, Pune who will further establish the existence and extent of plagiarism. The REC will use the software suggested by UGC/ National Knowledge Commission/ SPPU, Pune such as "Urkund" for detecting the plagiarism.

This committee will provide with the final decision and action will be taken against the candidate. Depending on the extent of plagiarism the punishment could be (as per UGC/SPPU guidelines):

- 1) Fine or warning
- 2) Prohibition to publish for a year

- 3) Rustication for limited period or permanent (considering the severity of plagiarism)
- 4) Withdrawal of degree

Penalties in the cases of plagiarism shall be imposed on concerned faculty members and students only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and the individual in question has been provided with enough opportunity to defend him or herself in a fair and transparent manner.

MKSSS's Dr Bhanuben Nanavati College of Architecture for Women, Pune will not be held responsible for any violations of research ethics and plagiarism. The concerned faculty member/student will be solely responsible for his/her research misconduct and plagiarism.

Levels of Plagiarism

Plagiarism would be quantified into following levels (as suggested by UGC/SPPU) in ascending order of severity for the purpose of its definition:

- 1) Level 0: Similarities up to 10% - Minor similarities, no penalty
- 2) Level 1: Similarities above 10% to 40%
- 3) Level 2: Similarities above 40% to 60%
- 4) Level 3: Similarities above 60%

References:

1. http://unipune.ac.in/administration_files/pdf/Plagiarism_Policy_University_14-5-12.pdf
2. [http://sppudocs.unipune.ac.in/sites/circulars/MPhilPhDAdmission%20Circulars/UGC%20\(promotion%20of%20Academic%20Integrity%20and%20Prevention%20of%20plagiarism%20in%20Higher%20Edu.%20Institutions\)%20Regulations%202018_28.092018.pdf](http://sppudocs.unipune.ac.in/sites/circulars/MPhilPhDAdmission%20Circulars/UGC%20(promotion%20of%20Academic%20Integrity%20and%20Prevention%20of%20plagiarism%20in%20Higher%20Edu.%20Institutions)%20Regulations%202018_28.092018.pdf)
3. [https://www.ugc.ac.in/pdfnews/7044741_UGC-letter-reg-Regulations-on-Plagiarism-\(1\).pdf](https://www.ugc.ac.in/pdfnews/7044741_UGC-letter-reg-Regulations-on-Plagiarism-(1).pdf)
4. https://www.ugc.ac.in/e-book/Academic%20and%20Research%20Book_WEB.pdf



Dr Meera Shirolkar
Coordinator
Research Ethical Committee



Dr Anurag Kashyap
Principal & Head Research Center



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University (SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture, (COA), New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council (NAAC)



DR. BHANUBEN NANAVATI
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IT POLICY & GUIDELINES

Dr. Bhanuben Nanavati College of Architecture
BNCA Campus, Karvenagar, Pune - 411052

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1. Abbreviation

Sl. No.	Abbreviation	Description
1.	BNCA	Dr. B. N. College of Architecture
2.	CA	Competent Authority
3.	IA	Implementing Agency
4.	LAN	Local Area Network
5.	GoI	Government of India
6.	IT	Information Technology
7.	ICT	Information and Communication Technology
8.	IP	Internet Protocol
9.	DHCP	Dynamic Host Configuration Protocol
10.	IR	Institutional Repository
11.	EULA	End User License Agreement
12.	CAPEX	Capital Expenditure
13.	OPEX	Operational Expenditure

2. Introduction

Dr. B. N. College of Architecture provides IT resources to support the educational, instructional, research, and administrative activities of the College and to enhance the efficiency and productivity of the employees. These resources are meant as tools to access and process information related to their areas of work.

These resources help them to remain well informed and carry out their functions in an efficient and effective manner.

This document establishes specific requirements for the use of all IT resources at BNCA.

This policy applies to all users of computing resources owned or managed by BNCA.

Individuals covered by the policy include (but are not limited to) BNCA faculty and visiting faculty, staff, students, alumni, guests, external individuals, organizations, departments, offices, and any other entity which fall under the management of BNCA accessing network services via BNCA's computing facilities.

For the purpose of this policy, the term 'IT Resources' includes all college owned, licensed, or managed hardware and software, and use of the college network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

Misuse of these resources can result in unwanted risk and liabilities for the college. It is, therefore, expected that these resources are used primarily for college related purposes and in a lawful and ethical way.

3. Scope

This policy governs the usage of IT Resources from an end user's perspective. This policy is applicable to all individuals/ users/ entities, as defined in Section 2, who use the IT resources of BNCA.

4. Objective

The objective of this policy is to ensure proper access to and usage of BNCA's IT resources and prevent their misuse by the users. Use of resources provided by BNCA implies the user's agreement to be governed by this policy.

College IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the College on the campus.

This policy establishes College-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the College.

Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

5. Roles and Responsibilities

The following roles and responsibilities are envisaged from each entity respectively.

- 1) BNCA shall implement appropriate controls to ensure compliance with this policy by their users. Computer Centre shall be the primary Implementing Agency and shall provide necessary support in this regard.
- 2) Computer Centre shall ensure resolution of all incidents related to the security aspects of this policy by their users. Implementing Agency shall provide the requisite support in this regard.
- 3) Use BNCA's IT resources for those activities that are consistent with the academic, research and public service mission of the College and are not "Prohibited Activities".
- 4) All users shall comply to existing national, state and other applicable laws.
- 5) Abide by existing telecommunications and networking laws and regulations.
- 6) Follow copyright laws regarding protected commercial software or intellectual property.
- 7) As a member of the College community, BNCA provides use of scholarly and/or work-related tools, including access to the Library, certain computer systems, servers, software and databases and the Internet. It is expected from College Community to have a reasonable expectation of unobstructed use of these tools, of certain degrees of privacy and of protection from abuse and intrusion by others sharing these resources. Authorized users can expect their right to access information and to express their opinion to be protected as it is for paper and other forms of non-electronic communication.
- 8) Users of BNCA shall not install any network/security device on the network without consultation with the IA.
- 9) It is responsibility of the College Community to know the regulations and policies of the College that applies to appropriate use of the College's technologies and resources. College Community is responsible for exercising good judgment in the use of the College's technological and information resources. Just because an action is technically possible does not mean that it is appropriate to perform that action.
- 10) As a representative of the BNCA community, everyone is expected to respect and uphold the College's good name and reputation in any activities related to use of ICT communications within and outside the college.
- 11) Competent Authority of BNCA should ensure proper dissemination of this policy.

6. Acceptable Use

An authorized user may use only the IT resources he/she has authorization. No user should use another individual's account or attempt to capture or guess other users' passwords.

A user is individually responsible for appropriate use of all resources assigned to him/her, including the computer, the network address or port, software and hardware.

Therefore, he/she is accountable to the College for all use of such resources. As an authorized BNCA user, he/she should not engage in or enable unauthorized users to access the network by using IT resources of BNCA or a personal computer that is connected to the BNCA campus wide Local Area Network (LAN).

The college is bound by its End User License Agreement (EULA), respecting certain third-party resources; a user is expected to comply with all such agreements when using such resources.

Users should make a reasonable effort to protect his/her passwords and to secure resources against unauthorized use or access.

No user must attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.

Users must comply with the policies and guidelines for any specific set of resources to which he/she have been granted access.

When other policies are more restrictive than this policy, the more restrictive policy takes precedence.

I. Privacy and Personal Rights

- 1) All users of the college's IT resources are expected to respect the privacy and personal rights of others.
- 2) Do not access or copy another user's email, data, programs, or other files without authorization and approval of the Competent Authority (CA).
- 3) While the College does not generally monitor or limit content of information transmitted on the campus wide LAN, it reserves the right to access and review such information under certain conditions after due approval of the competent authority.

II. Privacy in Email

While every effort is made to ensure the privacy of BNCA email users, this may not always be possible. Since employees are granted use of electronic information systems and network services to conduct College business, there may be instances when the College, based on approval from competent authority, reserves and retains the right to access and inspect stored information with the consent of the user.

III. User Compliance

When an individual uses BNCA's IT resources, and accepts any College issued computing accounts, it means that the individual agrees to comply with this and all other computing related policies. It is the responsibility of the individual to keep oneself up-to-date on changes in the IT policy of BNCA and adapt to those changes as necessary from time to time.

7. Access to the Network

7.1. Access to Internet and Intranet

- 1) A user shall register the client system and obtain one-time approval from the competent authority before connecting the client system to the College Campus wide LAN.
- 2) BNCA shall maintain two independent networks, i.e. Internet and Intranet. End point compliance shall be implemented on both the networks to prevent unauthorized access to data.
- 3) Users shall not undertake any activity through any website or applications to bypass filtering of the network or perform any other unlawful acts which may harm the network's performance or security.

7.2. Access to BNCA's Wireless Networks

For connecting to a BNCA's wireless network, user shall ensure the following:

- 1) A user shall register the access device and obtain one-time approval from the competent authority before connecting the access device to the BNCA's wireless network.
- 2) Wireless client systems and wireless devices shall not be allowed to connect to the BNCA's wireless access points without due authentication.
- 3) To ensure information security, it is recommended that users should not connect their devices to unsecured wireless networks.

7.3. Filtering and blocking of sites:

- 1) Computer Centre or any other Implementing Agency (IA) may block content over the Internet which is in contravention of the relevant provisions of the IT Act 2000 and other applicable laws or which may pose a security threat to the network.
- 2) Computer Centre or any other Implementing Agency (IA) may also block content which, in the opinion of the college, is inappropriate or may adversely affect the productivity of the users.

7.4. Monitoring and Privacy

- 1) Computer Centre or any other Implementing Agency (IA) shall have the right to audit networks and systems at regular intervals, from the point of compliance to this policy.
- 2) IA/Nodal Agency, for security related reasons or for compliance with applicable laws, may access, review, copy or delete any kind of electronic communication or files stored on College provided devices under intimation to the user. This includes items such as files, e-mails, posts on any electronic media, Internet history etc.
- 3) IA may monitor user's online activities on College network, subject to such Standard Operating Procedures of GoI norms.

7.5. E-mail Access from the College Network

- 1) E-mail service authorized by BNCA and implemented by the Computer Centre shall only be used for all official correspondence.
- 2) More details in this regard are provided in the "E-mail Usage Policy of BNCA".

7.6. Access to Social Media Sites from BNCA Network

- 1) Use of social networking sites by BNCA users is governed by "Framework and Guidelines for use of Social Media for Government Organizations".
- 2) User shall comply with all the applicable provisions under the IT Act 2000, while posting any information on social networking sites.
- 3) User shall adhere to the "Terms of Use" of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws.
- 4) User shall report any suspicious incident as soon as possible to the competent authority.
- 5) User shall always use high security settings on social networking sites.

- 6) User shall not post any material that is offensive, threatening, obscene, infringes copyright, defamatory, hateful, harassing, bullying, discriminatory, racist, sexist, or is otherwise unlawful.
- 7) User shall not disclose or use any confidential information obtained in their capacity as an employee of the college.
- 8) User shall not make any comment or post any material that might otherwise cause damage to BNCA's reputation.

7.7. Use of IT Devices Issued by BNCA

IT devices issued by the BNCA to a user shall be primarily used for academic, research and any other college related purposes and in a lawful and ethical way and shall be governed by the practices defined in the Section "Use of IT Devices on BNCA Network".

The aforesaid section covers best practices related to use of desktop devices, portable devices, external storage media and peripherals devices such as printers and scanners.

7.8. Security Incident Management Process

- 1) A security incident is defined as any adverse event that can impact the availability, integrity, confidentiality, and authority of College's data.
- 2) IA reserves the right to deactivate/remove any device from the network if it is deemed as a threat and can lead to a compromise of a system under intimation to the competent authority of the college.
- 3) Any security incident noticed must immediately be brought to the notice of the Indian Computer Emergency Response Team (ICERT) and the IA.
- 4) Notwithstanding anything in the above clause, the disclosure of logs relating to or contained in any IT Resource, to Law Enforcement agencies and other organizations by the IA shall be done as per the IT Act 2000 and other applicable laws.
- 5) IA shall neither accept nor act on the request from any other organization, save as provided in this clause, for scrutiny or release of logs.

7.9. Intellectual Property

Material accessible through the BNCA's network and resources may be subject to protection under privacy, publicity, or other personal rights and intellectual property rights, including but not limited to, copyrights and laws protecting patents, trademarks, trade secrets or other proprietary information. Users shall not use BNCA's network and resources in any manner that would infringe, dilute, misappropriate, or otherwise violate any such rights.

7.10. Enforcement

- 1) This policy is applicable to all the users of BNCA as specified in Section 2 of this document. It is mandatory for all users to adhere to the provisions of this policy.
- 2) Each entity of BNCA shall be responsible for ensuring compliance with the provisions of this policy. The Implementing Agency would provide necessary technical assistance to the user entities in this regard.

7.11. Deactivation

- 1) In case of any threat to security of BNCA's systems or network from the resources being used by a user, the resources being used may be deactivated immediately by the IA.
- 2) Subsequent to such deactivation, the concerned user, and the competent authority of the college shall be informed.

7.12. Audit of BNCA Network Infrastructure

The security audit of NIC network infrastructure shall be conducted periodically by an organization approved by the college.

7.13. Review

Future changes in this Policy, as deemed necessary, shall be made by the Technical Committee (ICT) with the approval of the Competent Authority of the college.

8. IT Hardware Installation Policy

College network user community needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures.

A. Who is Primary User

An individual in whose room the computer is installed and is primarily used by him/her, is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the department Head should make an arrangement and make a person responsible for compliance.

B. What are End User Computer Systems

Apart from the client PCs used by the users, the college will consider servers not directly administered by Computer Centre, as end-user computers. If no primary user can be identified, the department must assume the responsibilities identified for end-users. Computer systems, if any, that are acting as servers which provide services to other users on the Intranet/Internet though registered with the Computer Centre, are still considered under this policy as "end- users" computers.

C. Warranty & Annual Maintenance Contract

Computers purchased by any Section/ Department/ Project should preferably be with 3 years onsite comprehensive warranty. After the expiry of warranty, computers should be under annual maintenance contract. Such maintenance should include standard repair and maintenance procedures as may be defined by Computer Centre from time to time.

D. Power Connection to Computers and Peripherals

All the computers and peripherals should be connected to the electrical point strictly through UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging, till such instances wherein the UPS is to be left unattended. Further, these UPS systems should be connected to the electrical points that are provided with proper earthing and have properly laid electrical wiring.

E. Network Connection

While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.

F. File and Print Sharing Facilities

File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through network, they should be protected with password and also with read only access rule.

G. Maintenance of Computer Systems provided by the College

For all the computers that were purchased by the college centrally and distributed by the Computer Centre, College Computer Maintenance Cell attached with Computer Centre will attend to the complaints related to any maintenance related problems.

9. Software Installation and Licensing Policy

Any computer purchases made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.

Respecting the anti-piracy laws of the country, College IT policy does not allow any pirated/unauthorized software installation on the college owned computers and the computers connected to the college campus network. In case of any such instances, college will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms.

A. Operating System and its Updating

Individual users should make sure that respective computer systems have their OS updated in respect of their service packs/patches, through internet. Checking for updates and updating of the OS should be performed at least once in a week or so. College as a policy encourages user community to go for open-source software such as Linux, Open office to be used on their systems wherever possible.

B. Use of software on Desktop systems

- a. Users shall not copy or install any software on their own on their desktop systems, including privately owned shareware and freeware without the approval of the competent authority.
- b. Any software installed should be for activities of the college only.

C. Antivirus Software and its updating

Computer systems used in the college should have anti-virus software installed, and it should be always active. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy.

Individual users should make sure that respective computer systems have current virus protection software installed and maintained.

D. Backups of Data

Individual users should perform regular backups of their vital data. Users should keep their valuable data backups in external storage devices such as pen drives, external HDD, online drive etc.

10. Use of IT Devices on BNCA Network

This section provides the best practices related to use of desktop devices, portable devices, external storage media and peripheral devices such as printers and scanners on BNCA's network.

11. Desktop Devices

1) Use and Ownership

Desktops shall normally be used only for transacting college's works. Users shall exercise their own good judgment and discretion towards use of desktop devices for personal use to the minimum extent possible.

2) Security and Proprietary Information

- a. User shall take prior approval from the IA to connect any access device to the BNCA's network.
- b. User shall keep their passwords secure and not share their account details. Users shall keep strong and secure passwords as per the password policy of the application.
- c. All active desktop computers shall be secured with a password-protected screensaver which should be set with automatic activation at 10 minutes or less, or log-off when the system is unattended.
- d. Users shall ensure that updated virus-scanning software is running in all systems. Users shall exercise due caution when opening e-mail attachments received from unknown senders as they may contain viruses, e-mail bombs, or Trojan horse code.
- e. User shall report any loss of data or accessories to the IA and competent authority of BNCA.
- f. User shall obtain authorization from the competent authority before taking any BNCA issued desktop outside the premises of the college.
- g. Users shall properly shut down the systems before leaving the office/department.
- h. Users shall abide by instructions or procedures as directed by the Computer Centre from time to time.
- i. If users suspect that their computer has been infected with a virus (e.g. it might have become erratic or slow in response), it should be reported to the IA(Computer Centre) for corrective action.

12. Sharing of data

Users shall not share their account(s), passwords, Personal Identification Numbers (PIN), digital signatures certificate or similar information or devices which is used for identification and authorization purposes.

13. Use of Portable devices

Devices covered under this section include BNCA issued laptops, mobiles, iPads, tablets, PDAs etc. Use of the devices shall be governed by the following:

- a. User shall be held responsible for any unauthorized usage of their BNCA issued access device by a third party.
- b. Users shall keep the BNCA issued devices with them at all times or store them in a secured location when not in use. User should not leave the devices unattended in public locations (e.g. classrooms, meeting rooms, restaurants etc.).
- c. User shall ensure that the portable devices are password protected and auto lockout enabled. The password used should be as strong as the device may support and should be as per the password policy of the application.
- d. Computer Centre shall ensure that the latest operating system, anti-virus and application patches are available on all the devices, in coordination with the user.
Firewalls shall be enabled, if possible.
- e. Users shall wipe or securely delete data from the device before returning/disposing it off.
- f. Lost, stolen, or misplaced devices shall be immediately reported to the IA/ and the competent authority.
- g. When installing software, user shall review the application permissions to ensure that unwanted information regarding the user is not shared with the application provider.

14. Network (Intranet & Internet) Use Policy

Network connectivity provided through the College, referred to hereafter as "The Network". The Computer Centre is responsible for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the College's network should be reported to Computer Centre.

A. IP Address Allocation

Any computer (PC/Server) that will be connected to the college network, should have an IP address assigned by the Computer Centre. Following a systematic approach, the range of IP addresses that will be allocated will be based on Virtual LAN (VLAN) created against each entity or objective. Any device connected to the network will be allocated IP address only from that address pool. Further, each network port in the room from where that computer will be connected will have binding internally with that IP address so that no other person uses that IP address unauthorized from any other location.

As and when a new computer is installed in any location, it will be allocated as per the DHCP pool policies.

An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port. IP address for each computer should be obtained separately by filling up a requisition form meant for this purpose.

B. DHCP and Proxy Configuration by Individual Departments /Sections/ Users

Use of any computer at end user location as a DHCP server to connect to more computers through an individual switch/hub and distributing IP addresses (public or private) should strictly be avoided, as it is considered absolute violation of IP address allocation policy of the college. Similarly, configuration of proxy servers should also be avoided, as it may interfere with the services run by the Computer Centre.

Even configuration of any computer with additional network interface card and connecting another computer to it is considered as proxy/DHCP configuration.

Non-compliance to the IP address allocation policy will result in disconnecting the port from which such computer is connected to the network. Connection will be restored after receiving written assurance of compliance from the concerned department/user.

C. Running Network Services on the Servers

a. Individual departments/individuals connecting to the college network over the

LAN may run server software, e.g., HTTP/Web server, SMTP server, FTP server, only after bringing it to the knowledge of the Computer Centre in writing and after meeting the requirements of the college IT policy for running such services. Non-compliance with this policy is a direct violation of the college IT policy, and will result in termination of their connection to the Network.

b. Computer Centre takes no responsibility for the content of machines connected to the Network, regardless of those machines being College or personal property.

c. Computer Centre will be constrained to disconnect client machines where potentially damaging software is found to exist. A client machine may also be disconnected if the client's activity adversely affects the Network's performance.

d. Access to remote networks using a College's network connection must be in compliance with all policies and rules of those networks. This applies to any and all networks to which the College Network connects. College network and computer resources are not to be used for personal commercial purposes.

e. Network traffic will be monitored for security and for performance reasons at Computer Centre.

f. Impersonation of an authorized user while connecting to the Network is in direct violation of this policy and will result in the termination of the connection.

D. Internet Bandwidth obtained by Other Departments

a. Internet bandwidth acquired by any department of the college under any research programme/project should ideally be pooled with the college's Internet bandwidth, and be treated as college's common resource.

b. Under particular circumstances, which prevent any such pooling with the college Internet bandwidth, such network should be totally separated from the college's campus network. All the computer systems using that network should have separate VLANs based on grouping criterion.

c. IP address scheme (private as well as public) and the college gateway should not be specified as alternative gateway. Such networks should be adequately equipped with necessary network security measures as laid down by the college IT policy. One copy of the network diagram giving the details of the network design and the IP address schemes used may be submitted to Computer Centre.

d. Non-compliance to this policy will be direct violation of the college's IT security policy.

15. Email Account Usage Policy

BNCA provides official email access privileges to its users. In an effort to handle the efficient information dissemination among the administration, faculty members, staffs and students, it is recommended to avail official email with BNCA's domain.

In an effort to increase the efficient distribution of critical information to all faculty, staff and students, and the College's administrators, it is recommended to utilize the college's e-mail services, for formal College communication and for academic & other official purposes.

E-mail for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal College communications are official notices from the College to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general College messages, official announcements, etc.

To receive these notices, it is essential that the e-mail address be kept active by using it regularly. Staff and faculty may use the email facility by logging on to <https://mail.office365.com> with their User ID and password. For obtaining the college's email account, user may contact Computer Centre for email account and default password by submitting an application in a prescribed proforma.

Users may be aware that by using the email facility, the users are agreeing to abide by the following policies:

1) The facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.

- 2) Using the facility for illegal/commercial purposes is a direct violation of the college's IT policy and may entail withdrawal of the facility. The illegal use includes, but is not limited to, the unlicensed and illegal copying or distribution of software, sending of unsolicited bulk e-mail messages. And generation of threatening, harassing, abusive, obscene or fraudulent messages/images.
- 3) While sending large attachments to others, user should make sure that the recipient has email facility that allows him to receive such large attachments.
- 4) User should keep the mail box used space within about 80% usage threshold, as 'mail box full' or 'mailbox almost full' situation will result in bouncing of the mails, especially when the incoming mail contains large attachments.
- 5) User should not open any mail or attachment that is from unknown and suspicious source. Even if it is from known source, and if it contains any attachment that is of suspicious in nature or looks dubious, user should get confirmation from the sender about its authenticity before opening it. This is very much essential from the point of security of the user's computer, as such messages may contain viruses that have potential to damage the valuable information on your computer.
- 6) User should not share his/her email account's credentials with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.
- 7) User should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.
- 8) While using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without peeping into its contents, by the user who has occupied that computer for its use.
- 9) Impersonating email account of others will be taken as a serious offence under the IT security policy.
- 10) It is ultimately each individual's responsibility to keep their e-mail account free from violations of college's email usage policy.
- 11) All the mails detected as spam mails go into SPAM_MAIL folder of the respective users' mail accounts. Users are requested to open these folders periodically to check any important mail wrongly stamped as SPAM mail and went into this folder. It is recommended to empty this folder as frequently as possible.

The above laid down policies particularly 1 to 11 are broadly applicable even to the email services that are provided by other service providers such as Gmail, Hotmail, Yahoo, RediffMail etc., as long as they are being used from the college's campus network, or by using the resources provided by the college to the individual for official use even from outside.

16. Disposal of ICT equipment

The disposal of ICT hardware equipment shall be done as per the Standard Operating Procedures of the E-Waste Management of the college.

17. Budgetary provisions for ICT

BNCA intends to provide budgetary provisions as follows:

- 1) Budgetary provisions should be made under recurring grants (OPEX) to maintain all the existing ICT infrastructure for smooth functioning of all the ICT enabled services.
- 2) Adequate budgetary provisions under capital head (CAPEX) should be kept for upgradation and augmentation of ICT infrastructure
- 3) Budgetary provisions under capital grants should also be allocated for implementation of newer ICT solutions from time to time.
- 4) In BNCA, in view of the increase and for the benefit of the students, a budget of 10% of the total budget of the college should be earmarked for ICT facility particularly for students.

18. Breach of This Policy

Users are encouraged to be vigilant and to report any suspected violations of this Policy immediately to the IT Helpdesk its@bnca.ac.in. On receipt of notice (or where the College otherwise becomes aware) of any suspected breach of this Policy, the College reserves the right to suspend a user's access to College's Data.

If any breach of this Policy is observed, then (in addition to the above) disciplinary action up to and including dismissal in the case of Staff, expulsion in the case of Students or contract termination in the case of third parties may be taken in accordance with the College's disciplinary procedures.

19. Revisions to Policy

The College reserves the right to revise the terms of this Policy at any time. Any such revisions will be noted in the revision history of the policy, which are available on the BNCA website and by continuing to use the College's IT Resources following any update it is considered acceptance on the revised terms of this Policy.

20. Contact Us

If you have any queries in relation to this policy, please contact:

Head IT, Computer Centre

Phone: 9422031200

Email: it@bnca.ac.in

Appendix – I: Email Requisition Form

FORM FOR REQUISITION OF OFFICIAL EMAIL ID

(For Teachers & Staff only)

First Name	:	
Middle Name	:	
Last Name	:	
Department/ Branch	:	
Current Email address*	:	
Mobile Number	:	

Note:

1. Please spell the names and all other information sought above correctly.
2. *This Email address should be currently used by you.
3. The filled in form should be submitted after getting duly signed from respective Head of the Department/ Controlling Officer.
4. An official Email address would be created within 48 hrs. - 72 hrs.
5. Information regarding the official Email address created would be sent to your current Email address.

GRANT AN OFFICIAL E-MAIL ID PLEASE.

(Signature of the Head of the Department/ Controlling Officer)

Appendix – II: Email Requisition Form

FORM FOR REQUISITION OF OFFICIAL EMAIL ID

(For Research Scholars only)

First Name	:	
Middle Name	:	
Last Name	:	
Department	:	
Name of the PI	:	
Name of the Project	:	
Duration of Research	:	
Current Email address*	:	
Phone Number	:	
Admission Year*	:	

Note:

1. Please spell the names and all other information sought above correctly.
2. *This Email address should be currently used by you.
3. The filled in form should be submitted after getting duly signed from respective Head of the Department and Principal Investigator.
4. An official Email address would be created within 48 hrs. - 72 hrs.
5. Information regarding the official Email address created would be sent to your current Email address.

GRANT AN OFFICIAL E-MAIL ID PLEASE.

(Signature of the Head of the Department)

GRANT AN OFFICIAL E-MAIL ID PLEASE.

(Signature of the Principal Investigator)

Appendix – III: Wi-Fi Access Requisition Form
FORM FOR REQUISITION OF WI-FI ACCESS

(For Students only)

Name	:
Father's Name	:
Gender	:
DoB	:
Department	:
Course	:
Semester	:
Roll No.	:
Email address*	:
Mobile Number	:

Note:

1. Please spell the names and all other information sought above correctly.
2. *This Email address should be currently used by you.
3. The filled in form should be submitted after getting duly signed from respective Head of the Department.

(Signature of the Head of the Department)

Appendix – IV: Wi-Fi Access Requisition Form
FORM FOR REQUISITION OF WI-FI ACCESS
(For Employees only)

Name	:
Father's Name	:
Gender	:
DoB	:
Department/ Branch	:
Email address*	:
Mobile Number	:

Note:

1. Please spell the names and all other information sought above correctly.
2. *This Email address should be currently used by you.
3. The filled in form should be submitted after getting duly signed from respective Controlling Officer.

(Signature of the Controlling Officer)

