Best Practices at BNCA | Faculty Portfolio

Event / Activity title: Faculty Portfolio

Introduction:

The Faculty Portfolio System at our organization is a dynamic approach to assigning tasks based on individual strengths and expertise, fostering both personal and professional growth. Faculty members through this system are entrusted with responsibilities that align with their unique skills, interests, and areas of specialization. This approach ensures that faculty members can contribute meaningfully while developing their capabilities in areas where they can excel. Comprehensive reviews are conducted to evaluate the progress and effectiveness of the assigned tasks. These reviews offer valuable feedback and provide an opportunity for faculty to reflect on their performance, identify areas for improvement, and set further goals.

Objective:

- It encourages faculty to continuously enhance their skills, engage in diverse tasks, and take on new challenges.
- By aligning their work with their strengths, faculty members are empowered to perform at their best, ultimately enhancing the quality of education at the institute.
- This practice not only promotes professional development but also contributes to a positive, growth-oriented environment where faculty feel supported in their ongoing journey of self-improvement.

Methodology:

The Faculty Portfolio System is effectively implemented through a structured and systematic approach, ensuring both faculty development and institutional growth.

1. Assessment of Faculty Strengths and Interests: Faculty member undergo a self-assessment or an evaluation by senior staff to identify their strengths, skills, and areas of interest. This is done through one-on-one meetings, surveys, or performance appraisals from previous years. Key factors like teaching effectiveness, research capabilities, administrative skills, leadership potential, and subject-specific expertise are considered.
2. 2. Task Assignment Based on Strengths: Based on the initial profiling and discussions, specific tasks are assigned to each faculty member, aligning with their strengths and interests. These tasks include conducting workshops, leading research projects, participating in curriculum development, handling student affairs, or managing administrative duties.
3. Setting Clear Expectations and Goals: At the beginning of the year, clear expectations, objectives, and KPIs (Key Performance Indicators) are set for each task, aligned with the institutional goals.
4. Continuous Support and Resources: Provide continuous support in the form of mentorship, training, and resources to help faculty members succeed in their assigned tasks. This involves conduction of workshops, peer support groups, or access to additional resources like research guidance etc.
5. Review and Reflection: Review with each faculty member to assess their progress, discuss any challenges faced, and provide guidance or make adjustments to their tasks if necessary.
6. Feedback and Continuous Improvement: Reviews and feedback from the faculty to refine and improve the Faculty Portfolio System for the following year.
7. Documentation and Tracking: Maintaining detailed records of each faculty member's portfolio, including their tasks, achievements, reviews, and feedback to track their progress over period of time.

The system fosters collaboration and peer support, improving the sense of community and teamwork within the faculty. The system contributes to the institution's overall success by improving the quality of education, research, and administrative functions. It encourages continuous improvement, fosters a culture of collaboration, and ultimately contributes to the long-term success of both faculty and the institution.

Faculty Portfolio Allotment | Sample

NO.	PORTFOLIO NAME	FACULTY INCHARGE
	BNCA PORTFOLIOS - 2019-20	
1	Kanvinde	Aarti Verma
2	Climatology, LD	Aarti Verma
3	Div A	Abhay Pawar
4	Social Outreach	Abhay Pawar
5	Urban Studies and ITA	Abhay Pawar
6	Gathering Incharge	Admin
7	COA report and inspection	Amol Hinge
8	AICTE report and inspection	Amol Hinge
9	Co and extra curricular competitions	Amruta Barve
10	Vanaja	Asmita Joshi
11	UNAI Cell	Asmita Joshi
12	Library Incharge	Chetan Sahasrabudhe
13	Publication Cell	Chetan Sahasrabudhe
14	Website	Deva Prasad
15	Digital Architecture	Dhanashree Sardeshpande
16	Electives	Dharati Sote
17	Material Testing Lab and Material Museum	Dharti Sote
18	Div B	Dhruv Chandwania
19	Skill related subjects	Dr. Meera Shirolkar
20	Academic coordinator	Dr. Shubhada Kamlapurkar
21	Thesis	Dr. Shubhada Kamlapurkar
22	Environmental Architecture	Dr. Sujata Karve
23	Ph.D Coordinator	Dr. Vasudha Gokhale
24	Research	Dr.Vasudha Gokhale
25	PORTFOLIO NAME	FACULTY INCHARGE
26	Construction yard and samstha related works	Jayant Patwardhan
27	BTM IIIrd and IVth year	Jayant Patwardhan
28	Sort term courses Coordinator	Kavita Murugkar
29	Once Upon a time in India	Kavita Murugkar
30	Universal Design Cell	Kavita Murugkar
31	Woodworking lab	Kiran Nichale
32	CAID Coordinator	Kiran Nichale / Sanjay Shinde
33	Academic Competitions Incharge	Madhuri Zite
34	Student Affairs and NASA Incharge	Mahesh Bangad
35	PP, PT	Mahesh Bangad
36	Miscellaneous Subjects	Mahesh Bangad and Dharati Sote
37	NAAC Coordinator	Meera Shirolkar
38	REED - Environmental Lab	Namrata Dhamankar
39	Placement Cell	Neerja Hingne
40	Alumni Committee	Neha Joshi
41	BTM Ist and IInd year	Neha Joshi
42	Exhibition and Display Incharge	Ninad Jog
43	ADG, WD, Software	Nirupa Tambe
44	Fab Lab	Poonam Sardesai
45	Technology Head	Poorva Kulkarni
46	Technology	Poorva Kulkarni
47	Adwait Badawe	Prajakta Kulkarni
48	Div C	Prakash Joshi
49	Exam Coordinator	Prakash Joshi
50	Lighting Lab	Rahul Chutake
51	Services	Rahul Chutake
52	Tours Incharge	Sanjay Danao
53	Div D	Sanjeevani Pendse
54	Research Cell	Sanjeevani Pendse
55	Live on Katta	Sayali Andhare
56	Workshop, Technical Communication	Sayali Andhare
57	Communication	Sayali Kulkarni
58	History and Humanities	Sayali Kulkarni
59	Students work Repository incharge	Shalaka Shingte
60	Design Head	Sharvey Dhongde
61	IQAC	Sharvey Dhongde
62	BNCA Resource Centre Coordinator	Shilpa Pathak
63	Humanities Head	Shruti Joshi
64	International Cell	Shruti Joshi
65	Design I and II yr	Shweta Gade
66	HR Cell	Sujata Karve
67	SL lab	Sujata Mehta
68	QS, SPW, TOS, SL	Sujata Mehta
69	Landscape Architecture	Swati Sahasrabudhe
70	Sports	Umesh Chavan
71	Infrastructure Development Incharge	Vaishali Anagal
72	Design IIIrd and IVth year	Vaishali Anagal

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BNCA PORTFOLIOS - 2020 -21

NO.	PORTFOLIO NAME	FACULTY INCHARGE	ADMIN INCHARGE
I	**ACADEMIC PORTFOLIOS**		
1	Academic coordinator	Dr. Sharvey Dhongde	
2	Design Head	Dr. Sharvey Dhongde	
3	Archineering Head	Poorva Kulkarni	
4	Building Services Head	Rahul Chutake	
5	Humanities Head	Shruti Joshi	
6	Skill related subjects	Dr. Meera Shirolkar	
7	Miscellaneous Subjects	Mahesh Bangad and Dharati Sote	
8	Thesis - Dissertation	Dr.Abhay Pawar	
II	**ACADEMIC ADMINISTRATION**		
1	**B. Arch - Head of Department**		
a	Div A	Dr. Abhay Pawar	
b	Div B	Dhruv Chandwania	
c	Div C	Prakash Joshi	
d	Div D	Dr. Sanjeevani Pendse	
	Online Teaching Content Development Coordinator	Dhruv Chandwania	
	Academic Admin support to Dr.Sharvey	Vaishali Anagal	
2	**Year wise Coordinators**		
a	First Year Coordinator	Sayali Andhare	Archana Paranjape
b	Second Year Coordinator	Shweta Gade	Ramesh Kandhare
c	Third Year Coordinator	Madhuri Zite	Harshada Ganachari (5th Yr.also)
d	Fourth Year Coordinator	Smita Ogale	Tejswini Joshi
3	**M.Arch - Head of Department**		
a	Environmental Architecture	Dr. Sujata Karve	
b	Landscape Architecture	Dr. Swati Sahasrabudhe	Ramesh Kandhare
c	Digital Architecture	Dhanashree Sardeshpande	
4	**Ph.D Coordinator**	Dr. Vasudha Gokhale	Sangita mohokar+Tejswini Joshi
5	**CAID Coordinator**	Kiran Nichale / Sanjay Shinde	Ramesh Kandhare
6	**Exam Coordinator**	Prakash Joshi	Sangita mohokar+Team
7	**BNCA Resource Centre Coordinator**	Prakash Joshi	Sangita mohokar
		Prajakta Kulkarni (EA)	
8	**Short term certificate courses Coordinator**	Dr. Neeti Trivedi	Sangita mohokar + Archana Paranjape
9	**Data Collection and Management**	Dr. Sujata Karve	Amol Hinge + Suraj Davale
10	**Online Teaching - Learning**	Dr. Chetan Sahasrabuddhe	Suraj Davale
11	**NAAC**	Dr. Meera Shirolkar	Amol Hinge
12	**Webinars and Online courses**	Dr. Shubhada Kamlapurkar	Umesh Chavan + Team

BNCA PORTFOLIOS - 2020 -21

NO.	PORTFOLIO NAME	FACULTY INCHARGE	ADMIN INCHARGE
III	**INCHARGES**		
1	**Labs**		
a	Material Testing Lab and Material Museum (Real and Virtual)	Dharti Sote	Atul Bhalekar
b	Fab Lab + Robotic Bay development	Deva Prasad	Yogesh Kulkarni
c	LEDS-Environmental Lab	Namrata Dhamankar	
d	SL lab	Sujata Mehta	
e	Lighting (Plumbing?) Lab	Rahul Chutake	
f	Woodworking lab	Kiran Nichale	
g	Construction yard and samstha related works	Jayant Patwardhan	Sanjay Danao + Atul Bhalekar
h	Acoustic Lab	Jayant Patwardhan	Sanjay Danao + Atul Bhalekar
i	Landscape Lab	Anupama Khatavkar	
2	**Lecture series**		
a	Adwait Badawe	Amruta Barve	
b	Kanvinde	Aarti Verma	
c	Shridhar Athavale	Smita Ogale	
d	Correa	Shweta Gade	All under event team
e	Vanaja	Asmita Divekar	
f	Once Upon a time in India	Kavita Murugkar	
g	Live on Katta	Sayali Andhare	
h	Nandini Sapre	Neerja Hingne	
i	Edutech	Poorva Kulkarni	
j	EnReach	Prajakta Kulkarni	
3	**Library**	Shweta Gade	Baburao Udmale
4	**Academic Competitions**	Sayali Andhare	
		Prajakta Kulkarni (EA)	
		Neha Adkar (LA)	
5	**Students work Repository**	Arti Verma	No Space
		Namrata Dhamankar (EA)	
		Neha Adkar (LA)	
6	**Exhibition**		
	a. Outside BNCA	Ninad Jog	Kiran Nichale, Sanjay Danao
	b. Display Within BNCA	Neeraja Hingne	Atul Bhalekar Yogesh Kulkarni
		Namrata Dhamankar	
		Anupama Khatavkar	
7	**Infrastructure Development and Maintenance**	Jayant Patwardhan	Sanjay Danao + Atul Bhalekar
8	**Tours**		
	a. National	Sanjay Shinde	Sanjay Danao
	b. International	Shruti Joshi	(Only Insurance & File custody)
9	**Gathering**	Mahesh Bangad	Sanjay Danao
			Atul Bhalekar
10	**Student Affairs and NASA**	Surabhi Gadkari	
		Mahesh Bangad	
11	**Sports**	Sanjay Shinde	Umesh Chavan
		Surabhi gadkari	

BNCA

Faculty name	Mandatory/Essential	Important	Aspirational
Aarti Verma	NAAC Criterion	BNCA Conference 2024	Academic Workshops
Amruta Barve	HOD - B.Arch (B Div)	Cultural Activities (students)	Kaladhaar
Avanti Bambawale	Events Calender Updation on Weekly Basis and collecting reports		Sir's Book
Amar Shetty	To complete patent in stipulated time		
Amruta Garud	Competitions	BNCA Conference 2024	D space specific to Competitions Urban Project with Nilima Dhamal
Anupama Bapat	SESRE/ Outreach cell	Landscape lab	
Asmita Joshi	ISDS, UNAI	SDG Hub Grievence Cell	Millennium Fellowship
Chetan Sahasrabudhe	NAAC + IQAC head	NEP policy/ Action plan	Teaching and Learning Management cell
Deva Prasad	Website Coordination with developer	Skill upgradation workshop for faculty one per semester	AR-VR lab, Issuable Digital Equipment check - make register and record
Dhanashree Sardeshpande	HOD- M.Arch (DA)		
Dharati Sote	Exam CEO		
Dhruv Chandwania	NAAC Criteria Head, Assistance to Prof Vaishali Anagal	Feedback system	Yearbook
Geeta Nagarkar	Submission Room	Alumni Coordination	
Jayant Patwardhan	Lab - Services	Archineering - Academic Interface , faculty coordination	
Kanchan Atnurkar	National and International Commomeration day celebrations	Hospitalty (Food mgt)	Sanskar Warg
Ketaki Kadam	Audit and Add-on Courses Coord	Gender+Equal Opportunity	
Madhuri Zite	NAAC Placement and Internships coordinator		
Mahesh Bangad	NAAC: Student Progression	Institutional and Professional Outreach	NASA
Meera Shirolkar	IQAC, SC/ST Minority Cell/ PhD Centre	Fire audit/ disaster management policy	
Mandar Athwale	Millenium Fellowship		Forums/LOK
Namrata Dhamankar		Lab - Environment	
Nishigandha sarkhardande	Social Media/ branding/ Videos and Poster Approvals		
Ninad Jog	Elective Coordiantion (Asst. to Dr.Sanjeevani Pendse)	Material Lab and Museum (Time bound for 1 sem)	
Nilima Dhamal	Backlog Student Coordination		
Poorva Kulkarni	NIRF	Archineering Cell- Industry interface	
Prajakta Dalal	SESRE/ Outreach cell	Green Building initiatives / Envi audit	
Pooja Ghorpade	UKIERI Course Coord	Exhibition (yearly), Permanent display	International Cell
Pranjal Kudale	Digital Dept. Advocacy (Taking Labs to Professionals)		
Sanjeevani Pendse	Faculty training and Development	Elective coordination	Interdisciplinary studies center
Sayali Andhare	Hod - B.Arch (D Div)	Universal Design cell	Bamboo Workshop and training
Sayali Kulkarni	Admissions Officer - FY	Settlement Study Documentation	CCS- Documentation
Sharvey Dhongde	Vice Principal, NAAC Criteria Head		
Shruti Joshi	International Cell, Collaborations	Study Tours -National/International	Students councelling coordinator
Shubhada Kamlapurkar	Innovation Cell, IPR, etc	BCC	
Shweta Albal	Exam department		
Siddhi Joshi	Exhibition (yearly), Permanent display	BNCA Repository and Archives	
Smita Ogale	Publication cell (newsletter, monthly and annual report, media content, print media)	Mentor- Mentee Coordination	
Sourabh Marathe	HoD - B.Arch (A Div)	Cultural Activities (students)	
Sujata Karve	HoD M.Arch (EA), NAAC Criteria Head, COA		
Sujata Mehta	Structure Cell	Lab - Surveying levelling	
Supriya Dhamale	Digital Arch Short Term Courses/ Wkshops		
Surabhi Gadkari	HoD - B.Arch (C Div)	Study Tours -National International	International Cell
Suvarna Akhegaokar	Web site Content Curation		
Swapnil Shinde		Structurs Cell	
Swati Sahasrabudhe	HoD - M.Arch (LA),NAAC Criteria Head	Research (BRH)	CEL , LA Forum
Umesh Chavan	IT Head	Sports	
Vaishali Anagal	NAAC Criteria Head, Academic admin interface	Infrastructure optimization and expansion / development	
Vaishali Latkar	Center for cultural studies	Shorterm courses coordinator	
Vasudha Gokhale	BNCA Referred journal	Research Publications	
Yash Joshi	Student Development Officer		
Amita Pradhan	NSS officer - to get changed at SPPU level	Research Repository	

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Sample of the support letter

FINAL PORTFOLIO ALLOCATION FOR ACADEMIC YEAR 20-21

Kavita Murugkar <kavita.murugkar@bnca.ac.in>
Mon 5/11/2020 10:55 AM

To: corefaculty <corefaculty@bnca.ac.in>; corecontract@bnca.ac.in <corecontract@bnca.ac.in>; core@bnca.in <core@bnca.in>; **Contract Core Faculty <ctcfaculty@bnca.ac.in>**

📎 1 attachments (23 KB)
BNCA Portfolios –2020-21 (10 may).xlsx;

Dear all,
After reviewing your suggestions/ responses on the suggested portfolio allocation list floated few weeks back, I am happy to share the final list here.
It has addressed almost all the suggestions given, so hope there is a unanimous acknowledgement of the same.
The next step in this regard will be formulating your individual VISION AND ACTION PLAN for the portfolios allotted.
The executive plan shall consist of the following -

1. VISION FOR YEAR 20-21
2. ACTION PLAN WITH TIMELINES
3. TEAM - Advisory members + Assisting faculty + Students + Admin. support
4. Resources required (equipments, tools, softwares, furniture, stationary etc.)
5. Space required (any special need apart from the available space)
6. Budget required (Overall with approximate breakup under specific heads)

Please follow the steps mentioned below and do the needful in the given timelines -

1. Identify your team members as outlined above. You will have to do this by establishing virtual communication with the desired team mates (max. 2/3) and students. You may or may not have advisory members. Since all faculty already have principal portfolios, please take care that the assisting faculty is engaged only when required and not burdened with extra load. Please don't add names without talking to them / taking their consent.
2. Identify students (max. 2 to 5) preferably from the younger years so that they can be continued if feasible for the next academic year too.
3. Please contact Danao sir for identifying your respective admin support.
4. Once your team is ready, please fill the information in the common Excel sheet so that we have the entire portfolio framework easily accessible for everyone to view anytime. (Deadline for the same - 15th May)
5. Next step shall be to formulate the vision and action plan with timeline. As a portfolio incharge, you shall make a proposal for the same in the form of a ppt. (max 5 slides). The vision shall not be merely functional but must be explored innovatively. Needless to say, the vision must be aligned to the institutes vision and towards furthering it. The action plan shall consist of all the steps / activities / initiatives/ events etc. that will be undertaken in the coming year with their respective timelines. Please note the portfolio performance will not be reviewed on the basis of the number of things done, but on the basis of the impact created and realization of the goals outlined at the beginning. (Deadline for the same - 21st May)
6. Next, hold a meeting (virtual if lockdown continues) with your team members to share your vision and action plan for collective brainstorming. This shall be your first meeting under this portfolio. The purpose of this meeting shall also be to clearly outline individual roles. As per the NAAC requirement, all meetings shall be duly documented, minuted and records digitally kept for portfolio reviews. It is recommended that such team meetings must be organised atleast once a month.

7. On agreement and ratification within the team, the portfolio ppts (max. 10 slides) shall be completed in all respects, including the resources, space / budget requirements. The final ppts shall be then mailed to me for any suggestions. (Deadline for the same - latest 25th May)
8. The ppts shall be revised again based on the suggestions received and resent by first week of June.
9. The work under each portfolio can be planned from June 2020.
10. Portfolio reviews / reporting is proposed twice in a term (after 8 weeks). Will get back with details on the same.
11. Considering the present scenario, it is significant to look at virtual ways of continuing our work under the portfolio. With a creative approach, we can surely find many solutions for the same.
Let us all explore and make Kashyap sir's vision BNCA ONLINE a reality. Please feel free to contact me personally for any clarifications, suggestions etc.

Wishing all of you best luck and best health..
Kavita

Events and Activities at BNCA | Reports

BNCA

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)
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council(NAAC)

BNCA
DR. BHANUBEN NANAVATI
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Date: 11.01.2021

To,

Assistant Prof. Sourabh Marathe

Subject: Portfolio Allotment Letter

Dear Faculty,

We at BNCA are assigned portfolios as a part of deploying the Institutional Perspective Plan effectively. We are pleased to inform you that you have been assigned following portfolios for the year 2022-23.

1. Students Placement / Internship cell
2. Culturals

You are hereby requested to handle these portfolios from June 2022. Kindly define your portfolio and present your vision of developing/ carrying out the portfolio along with its deliverables and systems/ formats you intend to set before 31st March 2021. Please refer to the Institutional Perspective Plan for the same.

Please feel free to discuss with the Academic Coordinator regarding the portfolio in case of any query.

Your organizational contribution will be taken into consideration during the Faculty Performance review.

With best wishes,

Dr. Anurag Kashyap

(Principal, BNCA)

Dr. Sharvey Dhongde

(Academic Coordinator, BNCA)

Various events co-ordinated by faculty at BNCA.