



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



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*Council of Architecture.(COA),New Delhi
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COLLEGE OF ARCHITECTURE

FOR WOMEN

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6.2.1 Strategy Development and Deployment

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3. Policy Document
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5. Roles and Responsibilities of Faculty
6. Services Rules, Terms and Conditions For all Faculty
7. HR Policy

Signatures

IQAC Co-ordinator
Dr. Chetan Sahasrabudhe

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Dr. Anurag Kashyap



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Institute's Perspective Plan

Summary of the initiatives and vision for the future 2018-2023

BNCA – IQAC

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Introduction

Vision

'Dr. Bhanuben Nanavati College of Architecture for women' is a part of Maharshi Karve Stree Shikshan Samstha, an organization that has been active in women's education since 1896. In keeping with the vision of the samstha, BNCA is committed to empowering responsible women professionals of the Built environment.

Mission

In India the profession of architecture is dominated by men. BNCA wants to train the women professionals while maintaining the highest standards in architectural education, research and related activities. Our mission is to create professionals who will be intellectually proficient, socially capable, physically resilient, emotionally mature and morally competent.

Institutional Development plan

In keeping with the institutional vision and mission, BNCA's Institutional Development plan is premised on four dimensions. Together they form the basis of enabling student development which is not merely intellectual but touches upon other aspects. We at BNCA believe that together these form the basis for creating responsible professionals of the built environment.

The four dimensions

1. Infrastructural Dimension – The built facilities such as classrooms, studios, and laboratories.
2. Organizational Dimension – The hierarchical organization its various components and the flow of information and decisions across the institute
3. Socio-Emotional Dimension – Ensuring a safe, accessible learning environment which engages students in learning.
4. Learning Dimension – Teaching, Learning and Evaluation are the main aspects of this dimension. These aspects are deeply interconnected with the other dimensions of institutional environment.

Developmental Aspects

These four dimensions impact the development of students in five major developmental aspects as follows.

- a. Intellectual – Focuses on the intellectual development as evidenced through acquisition of academic competencies.
- b. Social – Ability to work collaboratively as a team leader or part of a team in the dynamically changing work environment.



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- c. Physical – Physical health and well-being as the basis of not just a personal competent professional career but also a larger goal to be promoted through design of the built environment.
- d. Emotional – Empathy building as a tool towards building emotional intelligence. Promoting cultural literacy as a tool towards building responsible professional of the built environment
- e. Moral – Professional and environmental ethics as an integral part of training young architects.

Review cycle

To ensure that as an institute we stay the course and to review the effectiveness of policies, the IDP proposes a review cycle that consists of the following phases.

1. Assessment
2. Stakeholder participation
3. Discussing the assessment outcomes
4. Reframe / revisit the institutional objectives
5. Prepare an Action plan for implementation

Stage 5 would feed back into the assessment in a cyclic manner.

1. Infrastructural Dimension

This dimension considers the physical facilities that the institution provides for its students

- a. Augmentation of Infrastructure
- b. Effective utilization of the facilities
- c. Maintenance of the infrastructure

BNCA is at a stage where we do not foresee any short term requirements of infrastructure augmentation. The same is evidenced in the account statements of the past three years. The maintenance of this infrastructure has been established by various policies and AMC's that are performing reasonably well.

BNCA wants to focus more now on effective utilisation of the infrastructure. The first step in this has been systematic collection of utilization data. Based on this further plan of action will be drawn up

2. Organizational Dimension

This dimension consists of various aspects of organization such as



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- a. Organogram and various roles and responsibilities
- b. Functioning and Systems that enable functioning
- c. Enabling Feedback loops

BNCA has a well-established portfolio system which is also one of our best practices. We constantly make micro adjustments to the system so that there is alignment of the individual as well as institutional goals in defining and allotting of the portfolios. BNCA has robust policies and SOP's for various subsystems that lead to paper efficient working. Since 2018, we have been consistently strengthening our feedback systems which has led to a definite improvement in the educational experiences of students at BNCA. These changes are seen right from the admission process to the point where students exit from the institute and beyond.

3. Socio-Emotional Dimension

The Socio-Emotional dimension looks at the socio emotional wellbeing of all the active members of BNCA, namely the students, the teachers, the administrative staff and the support staff. This dimension consists of following three sub components.

- a. Accessibility
- b. Safety
- c. Engagement

BNCA takes the aspects of safety and accessibility of its students very seriously. Various measures are already in place for ensuring this. We believe that an institute first and foremost has to be safe place. This safety is not only physical safety but means to feel socially and emotionally safe as well. The classroom in this sense becomes a brave and safe space where students think, learn, and express collaboratively without being afraid of reprisals.

4. Learning Dimension

The learning dimension is a composite of three main aspects as under.

- a. Teaching
- b. Learning
- c. Evaluation or Assessment

Following is a summary of the activities that the institute has undertaken so far as a part of the IQAC activities. A notable initiative regarding Teaching and Learning has been the establishment of Teaching Learning Laboratory in 2021.



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5. Summary of quality initiatives from 2018-19 till 2024-25

1. Choice Based Studio System

Description – For second, third and fourth year students, the design studios are offered as a choice of four different studios to choose from. The policy was implemented as a pilot project for fourth year students in 2018-19. Expanded to include all years from 2019-20 (except for the year 2020-21) till date.

Objective

- Increase student engagement
- By learning to choose, student choose to learn
- Address student diversity of interests and learning goals

Process - Each group of design studio teachers identifies distinct projects with distinct objectives and teaching methods. Teachers present their studio plan to students. Students opt for the studio they feel interested in. The same process is repeated every semester such that students can change from one team to the other.

Benefits

- Increased participation in class
- Students have reported a better control over learning

2. Coordinated semester calendar

Description - Academic coordinator holds a week long co-ordination activity to put on calendar all the class assignments, out-of-class activities, remove overlaps, and ensure a smooth work-flow for students.

Objective

- Remove overlaps in various activities and submission schedules.
- Ensure a predictable semester for all stakeholders
- Ensure optimum utilization of physical infrastructure such as auditorium and seminar room

Benefits

- Results in a well-planned semester that largely adheres to the published schedule thereby reducing unplanned work and overload of assignments for students.



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- Encourages better participation in out-of-class activities.

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3. Annual Teachers training workshops

Description – Every year training workshops are held for our faculty. The workshops are specific and outcome oriented. Since Architectural faculty is not formally trained in the craft of teaching; these workshops are an essential feature of our academic year

Objective

- Training teachers to better their teaching practice.
- Introduce teachers to teaching and learning theories
- Handholding of junior / new faculty and equip them to become better teachers
- Exchange good practices, classroom strategies and teaching innovations amongst peers

Process – The workshops are structured to include theoretical components, working session and feedback/exchange time. One day is common working followed by subject specific groupings and collaborative working. The workshop closes with a summary session

Progress of the workshops during the last five years

- 2018-19 – Workshop on Bloom’s Taxonomy and designing activities and assignments based on it
- 2019-20 - Defining course objectives, outcomes and designing relevant assignments.
- 2020-21 – Faculty Training for –
- Using the Learning Management System
- Capacity building for online teaching
- Effective usage of synchronous teaching sessions
- Seven of our faculty members attended and completed the AICTE mentorship training workshop.
- 2021-22 – Writing course outcomes, A policy for Outcome based education was prepared.
- 2022-23 – Course outcomes, Assessment rubric and CO attainment

4. Centre for Teaching and Learning

In the year 2021-22, IQAC – BNCA decided to consolidate various activities related to teaching and learning under a dedicated ‘Teaching - Learning Centre.

Objectives

- Faculty training in teaching methods
- Prepare and provide learning resources students
- Facilitate development of online courses



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- Review the content of design studio proposals
- Participate in review and preparation of curricular frameworks.
- Facilitate performance improvement and enrichment programs for students

5. My Card System

Description - A 'My Card' system to incentivise students for participating in out of the –class learning activities (introduced in 2018-19).

Objectives

- Evaluating out-of-class activities to promote wider participation

Process

- Consolidation and categorization of existing out-of-class learning activities
- Setting of bench mark for each student's participation in these activities across the semester
- Maintaining individual student records and incentivise participation by award of extra marks

Benefits

More participation from students in Out-of-class learning activities, marks acted as incentive to achieve the benchmark thereby ensuring participation in a varied array of activities

6. Assessment Rubrics

Description – Continuous internal evaluation has been a practice of the institute however it was observed that if the evaluation is done through marks or grades it has a limited utility in improving student performance. Also the grading standards were observed to be non - uniform across the four divisions. Development of assessment rubrics for all subjects is seen as a possible solution to both these concerns.

Objective

- Achieve parity in assessment since a number of teachers teach the same subject.
- Provide constructive feedback that helps in improving student performance rather than just grades which are not very helpful in telling the students how and what needs improvement

Benefit

Assessment rubric was used for the final year projects in the academic year 2022-23. The rubric was used to set learning goals, help in internal assessment as well as for semester end evaluation.

7. Parent Communication



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- All teachers are instructed to identify and communicate performance defaulters by mid-semester. The performance is further communicated through email to the parents of such students.
- Open Day - Parents visit the college to talk to different teachers, know the progress of their wards and get to know teachers' expectations and college systems.
- Summary of internal marks of all subjects for each student are collated and displayed in the college in common areas.
Benefit - No complaints about marking from students. Students could improve on their performance before the external marking.
- Whatsapp groups of all parents have been created to enable easy and fast communication of various activities happening in the institute. Such communication goes beyond the routine communication regarding students defaulting in their studies.

8. Feedback system

- Students
 - Student feedback on quality of teaching
 - Student feedback on the choice based studio system
 - Annual student satisfaction survey
- Faculty
 - Peer feedback amongst the faculty - The peer feedback provided insights into strengths and weaknesses of faculty members. This was communicated to each individual and self-action was expected.
 - Teachers could voice their opinions about fellow and co-teachers. This is very important for the Architecture program as many important subjects are taught by a group of teachers rather than individual teachers.
 - This feedback also helps to assess interpersonal relationships between teachers and their performance in various other assigned roles.
- Professionals
 - Feedback from professionals. The Architects employing institute graduates during internship or after graduation are requested for a feedback regarding student competencies

9. Academic performance audit for teachers

- The peer feedback and self-appraisal report by each faculty is used as the basis of faculty review by the IQAC.



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- Separate sessions with individual faculty are conducted to discuss feedback and jointly chalk out a plan of action in order to enhance their capacities.

10. BNCA Research Hub

Description – In order to encourage a culture of research, BNCA established BRH (BNCA Research Hub) in 2021. Various Research-related activities are conducted through this hub.

Benefit

Frequent seminars and discussions coupled with organisation of two national conferences has resulted into more number of faculty being encouraged and induced to write and present not only in the conference organised by BNCA but on other National and International platforms as well.

Signatures

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Teachers' initiatives for smooth running of online teaching and learning since lockdown period.

Prof. Vaishali Anagal delivered a 25 mins presentation regarding teachers' initiatives at BNCA for smooth running of online teaching and learning since lockdown period. Following were the salient points in her talk.

1. After the Institution decided to run the college on online platform, all the teachers quickly adapted to the new means of online teaching. The lockdown started towards the end of the academic term and most of the teachers had completed the syllabus through face to face mode of teaching before lockdown. For the few subjects where some part of teaching was still remaining, lectures were conducted on zoom or google meet. The big task was assessment of pre-final and final submissions and guiding the students online for otherwise majorly interactive course. Since LMS platform was already set up by Mr. Umesh Chavan, IT head; it eased submission management to a great extent. Professors switched to LMS the next day and guided students through LMS, emails and at times over phone calls. The online guidance engaged professors much more than physical mode of teaching.
2. Online guidance, submission assessment continued till 1st week of May when the final marks of 1st to 4th year students were uploaded on SPPU portal. Even guidance to thesis students extended much beyond regular term end. Till the May beginning, it was pretty much clear that there is need to begin the new semester in online mode. This was a new challenge to run the entire semester on online platform effectively for a highly interactive course like architecture and keep the students engaged successfully. This necessitated a search for various e-platforms for effective teaching and learning, and for submission management and assessment. An already existing platform of LMS resolved the issue of submission management and assessment. A team of teachers explored various e-platforms, their strengths and weaknesses, their effectiveness for conducting a professional course like architecture and off course the cost involved. There were continuous meetings conducted to discuss the issues related with e-platforms. After the decision was taken to conduct the regular classes on teams and guest lectures, some common lectures on zoom; a series of technical training sessions were conducted by Prof. Chetan Sahasrabudhe and Mr. Umesh Chavan to equip the teachers including core, core contract and visiting faculty for online teaching.
3. While these technical training sessions were going on at one end, the subject wise training sessions were being conducted by Prof. Sharvey Dhongde and Prof. Chetan Sahasrabudhe for each subject at the other end to train the faculty on how to deliver the content of each subject in online mode effectively, how to create MCQs, long assignments, how to prepare session plans for online sessions and how to keep students engaged during online sessions. All the core, contract core and visiting attended the training sessions and prepared Architectural design briefs and session plans of all subjects as a part of preparation of new



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semester.

4. Meanwhile, preparation of timetable, faculty allocation for all the subjects was done by academic coordinator Dr. Sharvey Dhongde and B. Arch HODs namely prof. Abhay Pawar, Prof. Dhruv Chandwania, Prof. Prof. Prakash Joshi and Prof. Sanjeevani Pendse worked on the calculation of lecture loads for salary purpose. Similar exercise was done at M. Arch departments by Dr. Sujata Karve, Dr. Swati Sahasrabudhe and Prof. Dhanashri Sardeshpande. Sanction of CDC was sought with respect to appointments of contract faculty and visiting faculty. However, there were continuous meetings between Principal Dr. Kashyap, IQAC and HODs of all departments regarding the status of fees and likely financial status of the institute for upcoming academic year.
5. Various strategies were discussed to increase the response of parents to admission process and payment of fees. As one of the parts of these strategies and to build the confidence of parents and students in online teaching and learning, a '30 days lecture series' was organised. Teachers engaged the students throughout the vacation period in this lecture series where topics based on the expertise of faculty members and topics beyond the routine curriculum were purposely chosen to deliver the sessions under this series. Teachers took commendable efforts to select the topics that can interest the students and engage them daily. This series was very well attended by the students. It helped in building the confidence of the teachers, students and parents in the new format of teaching and learning.
6. Till the June end, the status of fees collection was gradually increasing, but was not very encouraging. It was clear to a certain extent that it would affect salary of all the staff members in the institute. The status of First year admissions was still uncertain. Therefore, after rounds of meetings between Dr. Kashyap, IQAC and HODs, the decision of faculty reallocation was taken. It took huge amounts of efforts to reallocate the faculty where first year core faculty members substituted some of core contract faculty members. The decision was taken to run the college with the help of core faculty and full-time contract faculty itself. Prof. Sharvey Dhongde, Prof. Sujata Karve and Prof. Vaishali Anagal conducted meetings for finalizing revised faculty list (as a temporary arrangement) in the light of AICTE and COA norms.

The appointments of full -time contract faculty were deferred by 15 days; those of part time core contract faculty were deferred by 2 months and those of visiting faculty were deferred till the commencement of first year. Core and full-time faculty committed to take extra lecture loads to substitute the lecture loads of part time contract faculty and visiting faculty which led to huge saving of around 25,00,000/month. Prof. Sharvey Dhongde and Prof.

Vaishali Anagal took efforts to personally talk to contract and visiting faculty to convey this temporary decision and take these faculty members into confidence since all these faculty members have a long- term association with the institute. These contract and visiting faculty members could understand the situation and gracefully accepted the fact that their appointments are deferred by a certain period and some of them actually extended their help to continue their contribution in the academics without any remuneration in these difficult times. The relationship between the institute, principal and faculty members and



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also, the personal rapport among faculty members was valued more than any monetary returns in such difficult times.

7. Although the faculty was overwhelmingly busy with coping up with the changing mode of teaching, the co-curricular activities which is a unique point that distinguishes BNCA apart

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from other institutes never got stalled in this period. Faculty worked on various international joint studios during this period. One of these joint program is initiated by Prof. Shruti Joshi which is currently on-going, and another international studio coordinated by prof. Swati Sahastrabuddhe will be conducted soon in the month of October. Environmental Architecture department conducted a training program on 'designing a solar system for homes' for SY B. Arch and M. arch students for 140 students in collaboration with Energy Swaraj Foundation. BNCA became the partner Institute with Energy Swaraj Foundation and logo of BNCA was published on the certificates as well as on the website of Energy Swaraj Foundation. Similar such activities were conducted by UG and PG depts. These activities were conducted without any expenses. BNCA's prestigious Charles Correa lecture series was also conducted successfully with minimal expenses. Some of the Guest lectures at UG level were conducted by requesting the guests to conduct their sessions on honorary basis. All the UG and PG departments are taking extraordinary efforts to conduct these joints studios, competitions, training programs and guest lectures on 'no' or 'minimal' expenses.

8. Admission process and payment of fees is a domain of administration in any educational institute. This year, the admission process and payment of fees was affected to a great extent due to pandemic situation. Here as well, faculty members strengthened the hands of office in accelerating collection of fees. All the B. Arch and M. Arch HODs with their class teachers conducted online meetings with each of the class under their section, counselled and assured the students about BNCA's preparedness of online teaching, appealed them to pay the fees, tried to understand the problems of students regarding payment of fees and eased their problems with personal counselling. The data regarding full/partial payment of fees, need of instalments etc was fed back to the administration and accounts dept by Class teachers and HODs.
9. Faculty members have really gone out of the way and beyond their comfort zones to make the online teaching- learning successful within the limited resources and they have made noteworthy efforts to ensure the admissions and secure collection of fees.
10. At one end, there were training sessions conducted for e-platforms for teaching, submissions managements. While at the other end, there were explorations going on for e-platform for maintaining work from home data of faculty members since it was challenging to collect the WFH data of faculty through emails. Prof. Vaishali Anagal conducted rounds of meetings with B. Arch and M. Arch faculty members to develop a system for maintaining WFH data of faculty members. After a lot of explorations, discussions through rounds of online meetings, 'Clockify' app was selected to maintain WFH data of faculty members. The app was linked to faculty's BNCA email ID. A training session was conducted to train the faculty for the use of app.
11. CTs created classes, courses on LMS for submission management and created subject channels on teams to conduct online classes. All the technical requirements of running online classes increased the workload of teachers to a great extent. Prof. Umesh Chavan contributed immensely during this period to set up these online platforms.
12. A record of students' attendance for online classes indicate that 95-98% students are attending the online classes. The students' feedback is also very encouraging, and they are



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able to acknowledge efforts taken by their teachers to make the online learning interesting and effective.

IQAC Co-ordinator
Dr. Chetan Sahasrabudhe

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Principal
Dr. Anurag Kashyap



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Strategic Development Plans 2020-25

STRATEGIC DEVELOPMENT PLAN FOR TEACHING- LEARNING, EXAMS AND EVALUATION



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STRATEGIC DEVELOPMENT PLAN FOR TEACHING –LEARNING AND EVALUATION

Teaching – Learning

The experience of teaching and learning at BNCA revolves around three factors of Exposure, Practice, and Challenge. Exposure involves the various activities and experiences like site visits, study tours, lectures by professionals, and exposure to architecture through videos – books; to name the important ones. The component of practice is about the curricular transaction that happens in the classroom and studio. In Architecture, it means learning to design through practice of solving design problems that becomes progressively complex through the years. The component of challenge is many times subsumed in the idea of providing adequate practice.

Traditionally the institute has been more focused on exposure and Practice. However of late we have realised that challenge constitutes an important component of the teaching-learning environment. For us challenge is about enabling individual learning goals that are in the students proximal zone of development. We as faculty are engaged in discussions how this may be achieved in the day to day teaching learning through various subject domains.

Examination and Evaluation

There are two components in evaluation, namely Formative Evaluation and Summative Evaluation.

Summative Evaluation – This is end of the semester evaluation which is done as per the affiliating university norms.

Formative Evaluation – Formative evaluation allows us to avoid exclusive reliance on a high stakes end of semester evaluation. This allows students to have multiple chances for improving their performance. At BNCA formative evaluation is carried out in a constructive way (as focused and targeted feedback rather than just a number or a grade) which allows students to improve. The faculty are encouraged to formulate assessment rubrics in order to further clarify the competency expectations from a certain assignment.



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STRATEGIC DEVELOPMENT PLAN FOR LIBRARY

STRATEGIC DEVELOPMENT PLAN FOR LIBRARY

- 1) To enrich the Library in Architectural Resources and reference Collection, and facilitate users with knowledge resources.
- 2) Procuring high quality e- Journals and Databases in Architecture Discipline to facilitate PG and Research as college has Research Centre.
- 3) Library Automation is already at place, so developing an Institutional Repository using DSpace software is planned. The system web -OPAC is accessed by many students.
- 4) Promoting use of e- resource with remote access and developing Library usage is important. Library plans for various web based services for students benefit.
- 5) Reading Hall facility is to be increased and extended use of infrastructure is required.
- 6) Library plans to have institutional memberships.

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STRATEGIC DEVELOPMENT PLAN FOR IT AND PHYSICAL INFRASTRUCTURE

STRATEGIC PLAN AND DEPLOYMENT FOR IT AND PHYSICAL INFRASTRUCTURE

1	ICT	<ul style="list-style-type: none"> • Upgradation of desktops, laptops allotted for students and staff. • Augmentation of a server for the Learning Management System and other internal web applications. • Hosting our Library on KOHA software, which will be available for the students globally. • Development of the repository of digital content is a prime requirement for the students for learning, and which will also be hosted on premise using D-Space software. • Procuring the storage server to cater to web applications and its humungous data storage. The storage capacity would be 20TB. • Up gradation of internet and Wi-fi service. Procurement of high bandwidth leased line circuit. To upgrade the bandwidth to around 300Mbps. • Ensure the IT security for students, staff and faculty. • Ensure maintenance of IT infrastructure through maintenance policy • Enhance use of language lab. • Augmentation of architectural software.
2	Physical Infrastructure	<ul style="list-style-type: none"> • Augmentation of infrastructure in terms of laboratory development for facilitation of research • Effective combination of LMS and submission room for submission management

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	<ul style="list-style-type: none">• Development of smart classrooms and labs for effective use of technology in teaching learning processes• Readjustment of space allocation for prioritizing academic facilities.• Addition of spaces within campus for new courses, new activities and initiatives
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STRATEGIC DEVELOPMENT PLAN FOR RESEARCH AND INNOVATION

STRATEGIC PLAN FOR RESEARCH AND INNOVATION

1. Creating research culture by establishing BNCA Research Hub as an interactive platform as part of institutional strategy
2. Strengthening the Ph.D Center at the institute which is affiliated to Savitribai Phule Pune University by expanding and building the resources with the alumini and Ph.D guides
3. Facilitating research by providing guidance to young faculty/ novice researchers through research mentors on regular basis
4. Capacity building of the faculty and students by providing support and knowledge (of various technical aspects of research such as IPR, Plagiarism, various supporting tools and softwares) sharing through guest / expert lectures, seminars and training programs on research process , methodology, IPR, research publication, etc.
5. Encouraging and providing support for students and faculty to work on their research and publish the same through various interactive programs/ research work presentations at BNCA Research Hub.
6. Supporting faculty researchers by providing them financial assistance for presenting their papers at national and international conferences

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 **BNCA**

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7. Establishing Innovation Cell and exploring opportunities with respect to the field of Architecture and allied design and planning disciplines/ professions, in order to explore possibilities to work in collaboration with industries or professional firms or alike.
8. Exploring opportunities to extend research activity in architecture to community/ society and environment based concerns and participation through students (NSS) and faculty participation ,
9. Integrating research in architectural design studio
10. Collaborating with NGOs and other institutions for research

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STRATEGIC DEVELOPMENT PLAN FOR GREEN INITIATIVES

STRATEGIC DEVELOPMENT PLAN FOR GREEN INITIATIVES

1. Ensure water conservation by using sensors, aerators etc.
2. Deploy use of motion sensors and daylight sensors for reduction in lighting energy
3. Regular plastic and e waste drives to be conducted for collection and disposal with authorized vendors
4. Reduce use of disposable items like cups, plates etc. and encourage use of personal cups
5. Waste water management to be undertaken with the help of samstha
6. Apply for green certification and carry out measures to achieve the same.

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STRATEGIC DEVELOPMENT PLAN FOR HUMAN RESOURCE DEVELOPMENT

STRATEGIC DEVELOPMENT PLAN FOR HUMAN RESOURCE

1. Strengthen faculty expertise by identifying key skill areas as well as knowledge gaps and facilitate training for the same
2. Prepare SWOC analysis of supporting staff and strengthen / enhance relevant skills through training
3. Support faculty for publication and conference participation
4. Identify experts from the profession and invite them as adjunct faculty or on advisory board of various programs
5. Identify required area of expertise and recruit appropriate faculty for the same
6. Encourage participation of faculty as well as supporting staff in various workshops, short term courses, development programs etc.
7. Provide opportunity to the faculty to contribute and engage in consultancy projects

Signatures

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POLICY DOCUMENT

2021

**POLICY FOR
OUTCOME BASED EDUCATION (OBE) FOR THE COURSE OF
ARCHITECTURE**

OUTCOME BASED EDUCATION (OBE) FOR THE COURSE 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 Savitribail 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



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**POLICY FOR
MENTOR MENTEE PROGRAM**

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.



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**POLICY FOR
FEEDBACK**

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.



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**POLICY FOR
GREEN POLICY/ ENVIRONMENTAL POLICY**

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 a 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, carpooling 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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**POLICY FOR
PREVENTION OF PLAGIARISM**

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 nonintentional (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.

Page 2 of 3 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

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 antiplagiarism 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



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**POLICY FOR
MAINTENANCE AND CLEANLINESS POLICY**

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.



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**POLICY FOR
EQUAL OPPORTUNITY**

EQUAL OPPORTUNITY POLICY AT BNCA

- BNCA is committed to eliminating all forms of unlawful discrimination (which includes direct discrimination, indirect discrimination and denial of reasonable accommodation), bullying and harassment of any student / faculty / staff / visitor on the grounds of any difference related to age, gender, disability, language, caste, economic status etc. It follows Government of India instructions issued from time to time, for empowerment of persons with disabilities (PWD). It has been the endeavour of the Institute to maintain conducive and harmonious work environment to ensure that all including the persons with disabilities enjoy the right to equality, education, access, life with dignity and respect for his or her integrity equally with others.
- In accordance with the provisions of the Right of Persons with Disabilities Act, 2016 and Rules, the Institute strives to provide opportunities and facilities to persons with disabilities to participate, perform and excel in their work on an equal basis in everyday life.
- At BNCA, we continuously strive to ensure that all our facilities, technologies, information and privileges are accessible to all persons with disabilities amongst our students, staff, faculty and visitors. We encourage candidates with different disabilities to apply. Our decisions on employment, career progression, training or any other benefits are solely based on merit.
- The Institute provides reservation in admissions and appointments, as per Government of India instructions, against posts which are identified for persons with disabilities, in keeping with the spirit of the Ministry of Social Justice and Empowerment Notification in the matter. The candidates with necessary disability certificate issued by the competent authority in accordance with the Act are considered for the identified positions. We follow an inclusive evaluation process by ensuring that a person with disability is provided with any suitable flexibility and accommodation that may be required so that she/he may be evaluated fairly.
- BNCA has a barrier free, user friendly environment for persons with disability. Most of the accessibility provisions mandated by the National Building Code have been made available to facilitate disabled persons with reduced mobility and/or standing tolerance. A ramp with appropriate gradient is provided at the entrance for wheelchair access. It has a four storey building with provision of lifts to facilitate accessibility. Disabled friendly toilet facilities are available for both genders. We are committed to provide reasonable accommodations as required in classrooms as well as in the teaching pedagogy to meet the specific needs of any student with temporary or permanent disability. Any

information shared by student / employee on disability/medical condition is kept confidential.

- If an employee acquires a disability during her/his employment tenure she/he can return to work at the same rank as before. In case the employee is unable to perform the current job, the organisation will invest in re-skilling the employee for another position at the same rank or higher.
- BNCA is committed to promoting awareness on equal opportunity and inclusion of people with disabilities among all students and employees by organising training and sensitisation programmes and campaigns. It has established a special Universal Design Centre to promote inclusive educational and professional practises in the field of design and architecture to mainstream persons with disabilities in the society.

Gender Sensitization Plan :

Being an only Women's educational institute and a part of Maharshi Karve Stree Shikshan Samstha, a nationally renowned organisation dedicated for women's empowerment and gender equality, gender equality practices, policies and programs are one of BNCA's priorities.

At BNCA, universal human values of equality, inclusion, respect for human dignity, fairness and justice for all are fostered in not just students but faculty and staff too. Through its proactive faculty, staff and student programs, BNCA will annually look into the following:

- Promoting communication with respect for human dignity and social responsibility.
- Allow the recognition of multidimensional representations of women and men.
- Promote communications that represent unbiased representations of gender equity.
- Conduct workshops and orientation programs that promote diversity and gender-sensitive communication and behavior for students and staff.
- To provide Counselling facility where faculty and students can reach out in matters of need related to gender-related communication. To conduct counselling sessions for the girl students on a regular manner by the lady faculty members.
- In classes, faculty members promoting leadership and participation of girl students for roles which generally are taken by males.
- Balanced gender quota in hiring admin staff and faculty.
- To ensure equal rights and participations in regular cultural activities, sports, NCC, debate, celebrations, and performing arts. Girl students are to be encouraged by all means without any sign of gender discrimination.

- Lady faculties and staff members are to be given equal participations in different activities performed throughout the year. All the committees formed, should include lady faculties and staffs in appropriate numbers.
- To conduct awareness programme for safety and security on regular basis.
- Sensitisation by the elements of education in the curriculum to be strictly monitored. Different activities and topics related to gender sensitization to be integrated into the curriculum.
- To conduct classes, competitions and studio assignments related to gender, women's rights and women empowerment for students by the departmental faculty members and NSS.
- Series of training programmes on Woman Entrepreneurship Development.
- Awareness Programme on 'Nutrition and Food Habits' for Women staff and girl students.
- Organisation of inspirational lectures and talks by successful women leaders, practitioners to motivate girl students for future career and societal roles.



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**POLICY FOR
INTELLECTUAL PROPERTY RIGHTS (IPR)**

INTELLECTUAL PROPERTY RIGHTS (IPR)

Vision

Dr Bhanuben Nanavati College of Architecture, popularly known as BNCA was established in 1994 to offer Bachelor of Architecture (B Arch), Master of Architecture (M Arch) and Doctorate programs (PhD) under Savitribai Phule Pune University. The institute was setup with a futuristic approach towards empowering women in Architectural Education and Profession , develop skills to make their mark on the globe.

The faculty of BNCA has expertise in fields of Architecture, Interior Design, Product design, Project Management, Town and Country Planning, Urban Planning, Housing , Landscape Architecture, Environmental Architecture, Digital Architecture, Architectural Conservation, Heritage Management, Cultural Studies, Sustainable Development with inclination towards addressing concerns and resolving issues , developing planning , design solutions and technological solutions at building/neighbourhood/city/regional scale. Given the multidisciplinary and inter-disciplinary nature of faculties' research , innovative ideas, artistic art & craft works, products, architectural and urban designs, Planning proposals addressing the current societal problems shall be developed. Immersive media and GIS applications shall be explored for architectural innovations, developing teaching pedagogy, documenting and mapping heritage sites, neighbourhood and city. These innovations and technological solutions shall not only have positive impact on the society ,but will also improve the teaching learning at BNCA. These research explorations and innovations shall have immense impact on the society, the economy, and individuals and it holds high commercial and scientific value.

Part – I

Faculty and students of Maharshi Karve Stree Shikshan Samstha's Dr B N College of Architecture for Women, Pune (Here onward referred as Institute) are involved in various Research , Innovation and Development activities. Many of these activities further give rise to the Intellectual Property (IP) in the form of Patents, Copyrights, Designs, devices / instruments, software , other innovations and inventions.

This document provides the guidelines and states the policies of the Institute with respect to Disclosure, Protection , Ownership and Licensing of Intellectual Property generated with or without any external funding. It also provides the guidelines relating to the procedure of filing patent applications via Dr B N College of Architecture for Women, Pune, IP Cell under **Institute's Innovation council (IIC)**.

A) Purpose

The purpose of the **Institute's Innovation cell (IIC)** is to -

Facilitate and safe guard research and development activities in the areas of Architecture and the allied, Technology and Humanities.

Secure the legal interests of students, faculty and the Institute and to avoid as far as possible conflict of opposing interests.

Create an innovation culture which will stimulate the creation and development of Intellectual Property at the institute.

State the policies of the Institute with respect to Disclosure, Protection , Ownership and Commercialization of Intellectual Property generated with or without any external funding.

Provide the procedures and guidelines for Securing the Intellectual Property Rights through filing of necessary applications such as Patents, Industrial Designs,

Trademarks, Copyright and other available mechanisms

B) Objectives

The Institute's Innovation Cell aims to -

- ◆ Protect Intellectual Property and make it available to industry and others while providing recognition to its faculty / students and other individual inventors.
- ◆ Put forth a transparent administration system for the ownership control as well as the assignment of Intellectual Properties and sharing of the revenues generated by the intellectual properties generated and owned by the Institute.
- ◆ Frame standards for do's and don'ts for the Institute and creators of Intellectual Property relating to Innovation, Inventions, Discoveries and original works originating from the Institute.
- ◆ Make the Institute a prime academic Research and Innovation Institution enabling it to make use of developed IP for the maximum possible benefit of the creators as well as the Institute.
- ◆ Assisting the Institute with respect to Industry collaboration and funding or securing funded projects and related arrangements with a focus on Intellectual Property Rights

C) Definitions of Key Terms

Here are the definitions of few terms frequently used in this policy document-

i. **Institute** : Institute means Maharshi Karve Stree Shikshan Samstha's B N College of Architecture, Karve Nagar, Pune.

ii. **Principal** : Principal means the Principal of Dr B N College of Architecture for Women, Pune

iii. **Institute's Innovation Cell (IIC)**: Institute's Innovation cell is formed as per the directives of (MoE) Ministry of Education's Innovation Council (MIC). It is an activity center or nodal

agency formed to conduct research, lead to innovation, seek collaborations and funding, execute the IPR Policy and administer the activities relating to the Intellectual Property Rights in the Institute. IIC of the institute will administer all systems, policies, activities related to Research , Innovation and IPR and other relevant matters as shall be determined by time to time.

iv. **IP Cell Committee** : IP Cell Committee is formed under Institutes Innovation Cell. This committee is led by the Principal of the Institute and comprises of Principal , ICC President and innovation Activity Head , BRH Head, Academic Co-ordinator, Patent Attorney/ Patent Experts, 1-2 Faculty Representatives of Institute's Innovation Cell (IIC). IP Cell in specific will look into IP and IP related matters , policies, systems and such other relevant matters as shall be determined from time to time. The committee will guide and recommend the policies relating to the Research and IPR in the Institute.

v. **Invention** : An invention is a Unique or novel product, device, process, or concept.

vi. **Innovation** : Nine forms of Innovation include Product innovation, Innovation in services, Business model innovation, Organisational structure innovation, Market innovation, Technological innovation, Sustainable innovation and Process innovation.

It can be an improvement upon a machine, or product or a new process for creating an object or process; which is not obvious to others skilled in the same field. It is introduction of a newer and better solution that meet new requirements or existing market needs.

vi. **Inventor / Innovator/ Creator** : Inventor , Innovator or Creator can be the Institute Personnel who are permanent / temporary / on probation employee or visiting faculty; or research scholars / students / research fellows / assistants of Dr B N College of Architecture for Women, Pune; who creates intellectual property using the facilities / resources of the institute and meets the criteria for inventorship / Innovatorship under Indian patent law and regulations.

vii. **Intellectual Property (IP)** : An Intellectual property (IP) refers to creations of the mind, such as inventions, literary and artistic works, designs and symbols, names and images used in commerce. IP is protected in law by, for example, patents, copyright, trademarks etc. which enable people to earn recognition or financial benefit from what they Invent , Innovate or create. By striking the right balance between the interests of innovators and the wider public interest, the IP system aims to foster an environment in which creativity and innovation can flourish. In the architectural and construction industries, IP is a valuable asset that can be monetized and licensed, with exclusive rights providing a competitive edge.

Intellectual Property includes, but not limited to -

- New and useful scientific and technical advancement in the form of innovations, inventions, products and processes, computer hardware and software, materials, biological varieties etc. which are patentable.
- Industrial and architectural designs, models, drawings, software, creative, artistic and literary works ,teaching resource materials generated, records of research etc., which are copyrightable.
- Industrial Designs, models, drawings, artistic work which are registerable as Industrial Design
- Utility patents for protecting the construction and layout of buildings, methods of construction, and various building components. For unique design elements that affect appearance — such as ornate spiral staircases, landscaping plans or a major structural concept that lends the appearance of a building in motion .
- Design patents can be registered to protect bold, innovative ideas from unlicensed infringement.
- Trade marks, service marks, logos etc.

viii. **Patents** : A patent is a set of exclusive rights granted by the government organization to an inventor or assignee for a limited period of time in exchange of detailed public disclosure of an invention. Patents are a form of intellectual property.

ix. **Patentee** : A patentee is a person or organization who obtains and holds a patent for something. Also called as 'Patent holder', 'Patent proprietor', Applicant, Assignee.

x. **Industrial Design** : An industrial design is that aspect of an article which is ornamental or aesthetic. It can be 3-dimensional features such as the shape or surface of the article or 2-dimensional as patterns, lines or color.

xi. **Copyright** : Copyright is a form of intellectual property, applicable to certain forms of creative work. Copyright is a legal right created by the law of the country that grants the exclusive rights to the creator of an original work, for its use and distribution. Generally this is for a limited period of time, generally up to 50 – 100 years.

Copyright may apply to a wide range of creative, artistic, intellectual form or work. But it broadly covers theses, literary works, poems, musical compositions, plays, motion pictures, paintings, drawings, photographs, computer software, industrial or graphical designs etc.

xii. **Trademark** : Trademarks are distinctive design or graphics, logo, symbols, words, or any combination thereof which uniquely identifies an organization or its products or services, and guarantees the item's genuineness. Copyright gives it's owner the legal rights to prevent the trademark's unauthorized use.

xiii. **Revenue** : Revenue is the payment received by the Institute usually for the legal use of an Intellectual Property, as per the agreement.

xiv. **Licensing** : Licensing in patent simply means that the patent owner grants permission to another individual or organization to make, use, sell etc. his / her patented invention.

This takes place according to agreed terms and conditions for a defined purpose, in a defined territory, and for an agreed period of time.

xv. **Assignment** : Assignment means that the Intellectual Property Right is assigned / transferred to another individual or organization to make, use, sell the Intellectual Property. The assignment takes place according to agreed terms and conditions, for a defined territory through an agreement known as an Assignment Agreement. The Institute's Innovation Council will be the nodal agency of the Institute responsible for processing all IPR related matters addressed in this policy i. e. any Intellectual Property generated out of the efforts of the Institute personnel.

The Head- IIC shall be responsible for the implementation of all the recommendations through Innovation Cell Committee.

This policy will be approved by the Institute's College Development Committee (CDC). CDC may unanimously make changes in this policy, if needed, and such changes would be effective for inventions and other research results arising out in the future. All the personnel of the Institute are required to observe this Institute's policy on Intellectual Property Rights as may be decided by the College Development Committee or Management Committee from time to time.

D) Responsibilities of the IIC

IIC will be responsible for following activities to protect Institute's Intellectual property Rights.

IP awareness : The IIC will undertake appropriate measures which will promote awareness of IP rights and strive to develop an IPR culture within.

IP Counseling : Counsel and interact with inventors of potential inventions / intellectual properties / products and assist them in identifying / assessing the IPR potentials.

IP Management : Filing, maintaining, monitoring and managing of patents and other Intellectual Property Rights such as Industrial Designs, Copyrights, Trademarks etc and coordination between attorneys, faculty / student inventor(s) and other related authorities.

IP Transactions : Promotion of the IP Rights held by the Institute in the Industry to commercialize the Intellectual Property by way of Licensing, Assignment; Advising, drafting and monitoring of all IPR related Agreements and related documentation.

IP Policy formulation and amendments : Framing of IP policy and amendments from time to time according to need.

Documentation : IIC will maintain necessary documents.

Part II : Policy Framework

This section defines Applicability, Ownership, Disclosure, Infringements, Liability and Indemnity Statement by Inventors, Transparency of IP Administration, Confidentiality and Commercialization of Institute owned IP related policies.

E) Applicability of IPR Policy

1. The IPR policy of MKSSSS's Dr B N College of Architecture for Women is to be followed by all the personnel – Students, Permanent or Temporary Faculty, Visiting Faculty, Staff, Researchers, Research Associates, Jr. research fellows of the institute etc. herein after referred to as personnel of the Institute or **Institute Personnel**, in all the matters.
2. This policy covers all rights arising from Intellectual Property devised, created or made by all the personnel of the institute. The IP arising from academic research includes Patents, Designs, Trademarks, Service Marks, Copyright, Know-how and Undisclosed Information.
3. The IP cell under IIC, will be the nodal agency of the Institute, responsible for Evaluating, Protecting, Commercializing and Managing all IPR related matters addressed in this policy i. e. any Intellectual Property generated out of the efforts of the Institute personnel.
4. As the IP framework scenario is changing / evolving very rapidly, this policy may be altered from time to time to suit the needs.

F) Ownership

1. MKSSSS's Dr B N College of Architecture for Women, Pune and respective faculty will jointly own all Intellectual property including Patents, Designs, Trademarks, Service Marks, Copyright, Knowhow, Undisclosed Information etc., created by all the personnel of the Institute. The Intellectual Property created through sponsored research, where the sponsor does not claim Intellectual Property Rights, creator will exclusively assign all the global rights share the rights with to the Institute. The Intellectual Property created by joint research with an independent entity (third party), the Institute shall claim all the Intellectual Property of the be part of the ownership wherein along with the inventors, creators who are Institute personnel and students. The student and his/her supervisor(s) will jointly have the ownership of copyright in the thesis / dissertation / research paper / project report written by a student. The Institute and respective faculty shall be the owner of the copyright on all teaching materials developed by the Institute personnel as a part of any of the academic programs at the Institute. The authors shall have the right to use the material in her/his professional capacity. The Institute shall not claim ownership of copyright on books and publications authored by the Institute personnel.

2. The Institute reserves the right to enter into an agreement with any entity for joint development / research to be conducted by the Institute personnel and students and reverses the rights to ownership on the Intellectual Property developed through such development and or research.
3. The Institute reserves all rights to apply for IP protection in India / throughout the world / specific countries for suitable protection of the IP generated.
4. The Institute reserves all rights to apply for renewal of IP rights.
5. The Institute reserves all the rights to commercialize, monetize the IP Rights; the benefits of which will be extended to the concerned party.

G) Disclosure

1. The Institute Personnel and students shall sign necessary documents relating to disclosure of information as defined by the Institute.
2. When the creators believe that they have generated any unique idea whether a concept, product, process, method, composition or any combination whether patentable or not patentable and / or any form of Intellectual Property, they shall report it promptly in writing, in the form of Invention Disclosure Form (IDF) along with relevant documents, data and information, to the Institute through the appropriate authority, Head of the Department (HOD). By this disclosure, the Inventor(s) shall assign the rights of the disclosed Invention to the Institute and shall sign necessary documents if any for the purpose. In case the creator(s) fail to do so, an appropriate disciplinary action, suggested by the college disciplinary committee, will be taken against them.
3. The information provided in Invention Disclosure Form shall constitute a full and complete disclosure of the nature, particulars and other details of the Intellectual Property, identification of all persons who constitute the creator(s) of the property, and a statement of whether the creator believes he or she owns the invention disclosed, or not, with reasons.
4. The creators of the IP shall provide the necessary and complete information to IIC to enable it to determine patentability of the innovation/ invention.
5. The creator shall furnish all additional information and execute such documents from time to time as may be requested for effective protection and maintenance of proprietary rights of the Institute in the Intellectual Property.

6. Where there are different creators of components that make up a system/ innovation, the individual creators and their contributions must be identified and can be treated separately.

H) Infringements, Liability and Indemnity Statement by Inventors

1. The Inventors / creators of the Intellectual Property under the terms of this policy shall be required to determine and to state that to the best of their knowledge the Intellectual Property does not infringe on any existing copyright or other Intellectual Property or other legal rights of third parties.

2. If any part of the work is not the original work or creation of the creators, the creators must show that the necessary permission for use has been obtained from the owner, or state their reasons for believing that such permission is not necessary as the use constitutes fair use. They will further certify that the work contains no libellous material nor material that invades the privacy of others.

3. In case a third party alleges infringement of their rights by a creator, and IIC finds prima-facie that the creator may have made false claims, the Institute will take immediate steps to dissociate itself from the said Intellectual Property. All agreements with creators should indemnify the Institute against all damages arising out of such litigation

I) Confidentiality

1. Where any form of Intellectual Property is created, the creator shall agree to maintain all relevant details of the invention, creation, secret and confidential until the process of securing such Intellectual Property by filing applicant under relevant laws is initiated by the Institute. The creator shall not disclose any such information in full or part to any person or entity without securing a written permission from the Institute to disclose such permission. The creator shall clearly define the purpose of such intended disclosure while seeking permission from the Institute. In the case of protection through confidentiality, the same information will be kept secret and confidential as long as the Intellectual Property has commercial value.

2. Inventors and / or Institute personnel must take care not to disclose confidential details of Institute owned Intellectual Property in their publications, speeches or any other communications with outside world.

3. All Institute personnel, shall treat all IP related information as confidential till that information is public knowledge only through and by the Institute.

4. The Institute personnel shall not directly, either during or after a period of their appointment, disclose to any third party or use for their own purposes or benefit or the purposes of any third party, any confidential information about the Intellectual Property of the Institute unless that information is public knowledge or he/she is required by law to disclose it.

J) Transparency of IP Administration

1. The Institute will inform the creators of Intellectual Property of progress regarding filing of the patent, commercialization and / or disposition of the Intellectual Property.

The Institute and the creators shall maintain complete transparency in sharing information at all stages of the process. The creators shall keep the Institute informed of updates or development of the Intellectual Property, which lead to tangible effects on the property

2. IIC may seek the assistance of experts in searching for Prior Art and filing the application. However, in such cases, confidentiality of the IP shall be strictly ensured.

K) Commercialization of Institute owned IP

1. The Institute shall license, assign its Intellectual Property Rights in all forms at its discretion for commercialization through third parties who may or may not be the creator through the grant of exclusive / non-exclusive licenses, or assign its ownership rights to third parties / creator safeguarding the interests, financial or otherwise, of the Institute

2. The Institute holds all the rights and shall handle the evaluation, marketing, negotiations and licensing of the MKSSS's Dr B N College of Architecture for Women owned IP

3. Institute may retain the rights for research exemption and experimental use of patents, design rights and under fair use of copyrights and trademarks

4. The Institute reserves rights to extend, modify or terminate the type of existing license provided.

5. When the creators OR a third party is interested in commercializing an item of Intellectual Property after inspecting the relevant Technology Profile, they must sign a confidentiality agreement, demonstrate technical and financial capability to commercialize the Intellectual Property. The institute may review the situation and can decide whether the Intellectual Property can be commercialized and what will be the terms of license to be made between Institute and Creator OR Third Party.

6. Confidentiality Agreements will continue to be in force even if the process of commercialization is aborted at any stage
7. The license may be subject to additional terms and conditions, such as revenue sharing with the Institute or reimbursement of the cost of statutory protection, when the development of the Intellectual Property is licensed. If the Institute finds that the third party has not taken steps to commercialize the property within one year of acceptance of the license, the Institute will have complete right to terminate or revoke the license.
8. If the Intellectual Property is commercialized, the creator OR Third Party may be required to pay a license fee or royalty to the Institute in a proportion as 70 % for the creator / inventor and 30 % to the Institute. However, this can be changed based on case to case, depending on the resources utilised of the Institute.
9. The costs of transfer of interest / rights / ownership and maintenance of rights in the Institute-owned property by way of license, assignment or otherwise devolution of rights for such purposes, will be borne exclusively by the licensee, assignee, and person acquiring such rights. The Institute may under special circumstances retain a non-exclusive royalty-free license to use the property for teaching and research.
10. Revenue sharing agreement can also be made among inventors, in case of multiple inventors in the given IP application (in absence of such agreement, royalty share will be done on an equal basis)
11. Where the inventor / Creator(s) and external third party requesting for the license of the same IP, preference for licensing may be given to the inventor(s) based on the nature of technology innovation amongst other considerations

Undertakings, Agreements and Contracts

- a) Undertaking to be signed by all personnel to observe the IPR policy
- b) Disclosure, Confidentiality Agreement, Assignment Agreements by IP Creators
- c) Relevant Documents to be signed by the creators, inventors while filing relevant IP application/s
- d) Revenue Sharing Agreement
- e) Technology transfer agreement, license agreement, IP Assignment

References

1. BITS IPR Manual
2. NIT Goa IPR Policies



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3. IIT Roorkee, IIT Bombay, IIT Delhi, IIT Madras IPR Policies
4. WIPO (www.wipo.int/)
5. Intellectual property India (www.ipindia.nic.in/)
<https://smmca.edu.in/ipr/>

The objectives of the IPR cell:

- To identify and discuss on issues pertaining to grant of IPR for designs, process and other innovations in the college
- To deliberate on issues regarding applying for IPR in respect of new, original and innovative practices followed by the college.
- To select processes, products and designs for applying for IPR/patents
- To conduct workshops on various aspects of IPR with the help of government bodies and other professional institutions associated with IPR.
- To hold guest lectures by eminent lawyers and attorneys to create awareness about the various steps to be followed for application of IPR.

Meetings of the IPR cell

- Meetings will be held periodically with the faculty to discuss new ideas and innovations generated by the faculty in the course of the teaching-learning process.
- Faculty members who feel that any of their ideas/innovations can be considered for IPR may request for a meeting to be called.

A meeting will be held to finalize any document, process or design to be filed for IPR.

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The Copyright Act, 1957 Therefore, architectural designs, including “building, structure or the design of such model”, are provided copyright protection under the ambit of artistic works. However, it is essential to note that copyright protection, under artistic works, is provided only to original works



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**POLICY FOR
INFORMATION TECHNOLOGY (IT)**

IT POLICY

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c1. 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



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y 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.



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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



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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)



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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)

**POLICY FOR
CONSULTANCY CELL POLICY**

CONSULTANCY CELL POLICY

Preamble

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 and research work as well as work of training and capacity building as a measure of scientific/technical collaboration with outside agencies.

Council of Architecture has also stressed 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 also 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 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 are included under BRC.

Advantages of BNCA Resource center facility

The Center of the Institute has advantages like:

1. Appropriate Architectural and Research Consultancy projects, in addition to 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/ challenges 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.
9. NAAC, COA recommends Institutional Consultancy and has allotted marks for the same in their respective evaluation reports.
10. It could be a means of fund raising for the Institute
11. Building a good turn over can play a critical role to pitch in or qualify for big scale / prestigious projects.

Institutional Consultancy and Work Ethics 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 framework for working, 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.
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 research and consultancy practice.

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 are 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.

Financial Structure of Institutional Consultancy and BRC (in line with norms set by Council of Architecture (www.coa.gov.in))

1. Council of Architecture stipulates that the Consultancy Cell shall contribute a portion of the fees not exceeding 10%, to the Research, Development and Staff Welfare Fund. Council of Architecture further stipulates that another 10% of the fees shall be placed at the disposal of the BRC Committee to defray expenditure for its activities and as seed money.
2. In line with the above , BNCA stipulates a share of 20% of the income to be utilized for BNCA Development activities ,after payment to administrative and accounts staff employed for the project works . From this share, Accounts department and support staff may be paid to the tune of Rs 1000-10000 ,depending upon the scale of the project ; for their services offered for the Project /Course/ Lab support etc.
3. The remaining 80% of the fees shall be utilised by the project architect/ researcher / course co-ordinator for all kinds of expenditure and for payment of honorarium to faculty members. This will be given after deduction of all taxes (eg. GST, TDS etc) Eg If the project fee is Rs 1 lacs , the invoice will be raised of amount Rs 118000 (including GST of 18%) . Share will be given to Project in charge - 80% of 1 lacs. TdS will be as applicable. Share of TDS deducted by party will be given to Project head when received from Samstha.
4. However, it may be noted that the shares vary from case to case under 4 BRC verticals. For further clarity on Point number 3 and 4 related to sharing, refer the cases mentioned further in the Policy Document of BRC.
5. The faculty members shall submit progress reports to the vertical heads periodically for review.
6. Individual verticals shall submit reports annually to the BRC Head who is also the Principal of the institution.
7. Individual verticals shall manage individual project files with all project details along with details of all receipts and payments and details of faculty and students involved.

ORGANISATIONAL STRUCTURE OF BNCA RESOURCE CENTRE (BRC)

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

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 direct it towards BRC Committee - its respective heads.
- 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 . This will be done in consultation with BRC Committee.
- Resolve internal issues if any.

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 eg. 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. BRC Committee will hold quarterly meeting to update on the progress of each vertical and chalk out the way ahead.
3. BNCA Resource Committee will resolve internal issues of any.
4. BNCA Resource Committee will take decisions on matters which are ambiguous and which need more clarity
5. The BNCA Resource Committee members shall submit reports related to their vertical annually to the BRC Director
6. BNCA Resource Committee will handle cases which need arbitration

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 raise invoices and divert the shares as stipulated in the document to the respective faculty. The details of the project will be shared with Accounts department in advance for knowing the tax implications . It will maintain all the accounts related to the project and provide necessary accounts related support and guidance.

Following will be considered as steps taken while taking up projects under BRC

1. The payments will be received in name of 'B N College of Architecture' and will be maintained under separate head of BRC
2. All the payment received will be collected by accounts department under BRC Head
3. Accounts departments consultancy to be sought to get clarity on GST and other taxation matters
4. All the bills/ invoices will be raised by accounts department and necessary taxes like GST will be taken into consideration.
5. GST if deducted can be claimed back if income is less than 40 lakhs
6. Share of TDS deducted by party will be given to Project head when received from Samstha.
7. Turnover of past 5 years to be calculated and reviewed for all the 4 verticals and necessary changes in policy decisions and working be made if felt necessary.

5. 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 Sponsored Projects /Consultancy with fees of more than Rupees 10 lakhs, the Project Architect/ Researcher/Course Co-ordinator/ Workshop Co-ordinator will ensure that the project proposal to be submitted to the Sponsoring agency is vetted by the Head of the Department and BRC Head. Large Projects of more than 25 lacs will be monitored by respective vertical head and BRC Head.

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 arising between the consultant / researchers / co-ordinator and the client / sponsor ,then the Consultant / Researcher or Principal Investigator or Investigators are in any and all ways held financially and legally responsible for the losses.

DISAGREEMENTS/DISPUTES

1 Any disagreement within the Institute and concerned party arising at any stage of Architectural 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.

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.

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 thereafter, 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.

TYPES OF CONSULTANCY and FINANCIAL STRUCTURE

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 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 . 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) . The shares will be distributed 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.

ROLES AND RESPONSIBILITIES - 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
- Appointing appropriate faculty for the project incase of projects from outside MKSSS
- Incase of MKSSS Projects, Disseminating information regarding upcoming projects and inviting interest and proposals from interested faculty
- Overview of all the projects
- Prepare official / 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.

ROLES AND RESPONSIBILITIES - 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 the Agreement .

RESPONSIBILITIES AND LIABILITIES

- Appointing the Experts and creating Project team.

- Ensuring successful conduction and completion of the project keeping the image and brand of BNCA intact
- Raising Bills and Invoices through accounts department and following up of payments from the client
- Submitting quarterly/ half yearly report to BCC head regarding progress of the work.
- Final set of drawings and photos to BCC Head along with accounts statement and details of students , faculty , other consultants if any involved.
- Taking the legal and financial responsibilities of the project and signing necessary documents for the same.

POLICY :

1. Consultancy Fees will be deposited to Accounts department.
2. Consultancy Work will be conducted after college hours .
3. 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 including workshop/ course material, certificates printing etc. The shares will be distributed 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 including workshop/ course material , certificates printing etc ; after deduction of all taxes (GST and tax deduction at source)

Case 3 – Workshop/course fees Rs 10000/- and above 40% to BCC and 60% to the Workshop Co-ordinator; which includes all remuneration and expenditures including workshop/ course material , certificates printing etc ; 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 Coordinator and Research Investigator/s will be solely responsible and accountable for the conduct and success of it.

6. Submitting the detailed report containing description of final outcome and photos to BCC Head as per NAAC format. It will also include accounts statement and details of students , faculty , other consultants if any involved.

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 BRC Head , Research Head. 20% of the gross amount received to be given to BRC and 80% to the Research Co-ordinator which includes all remuneration and expenditures . The shares will be distributed after deduction of all taxes (eg. 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 BRC 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 BRH Head as per NAAC format. Submitting a copy of final research document along with necessary set of drawings if any and photos to BRH Head along with accounts statement and details of students , faculty , other consultants if any involved.
5. Taking the legal and financial responsibilities of the Research project and signing necessary documents for the same.

6. BNCA FAB LAB ,CAPLE 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 BRC 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 CDC) Taxes as applicable in all the cases.



PRINCIPAL
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College of Architecture For Women
Karvenagar, Pune-411 052.

**POLICY FOR
EXAMINATION POLICY**

EXAMINATION POLICY

Purpose of the Policy

The purpose of this Exams policy is to ensure the planning and management of Exams is conducted efficiently. It also ensures the operation of an efficient exams system with clear guidelines for all teaching, non-teaching staff and students. It is the responsibility of everyone involved in the exam processes to read, understand, and implement this policy.

The MKSSS's Dr. B. N. College of Architecture - BNCA is committed to ensure that the exams management and administration process run effectively and efficiently. This exam policy will ensure that, all exams and assessments are conducted according to Savitribai Phule Pune University - SPPU regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times.

Students need to understand the exam process and what is expected of them. Where references are made to SPPU regulations/guidelines in making this policy, further details can be found in document named "Course Structure and Rules – Five Year Degree Course in Architecture (to be implemented from 2015-16 and 2019-20)" (Annexure 1 and 2).



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Key Staff involved in the Exams Policy

S.N.	Designation	Name of Staff
1	Principal / Head of centre	Dr. Anurag Kashyap
2	Academic coordinator	Dr. Sharvey Dhongde
3	College examination officer - CEO	Dr. Dharati Sote-Wankhade
4	Head of B. Arch. Department	Ar. Smita Ogale (Div A)
		Dr. Aarti Verma (Div B)
		Ar. Mahesh Bangad (Div C)
		Ar. Madhuri Zite (Div D)
		Ar. Sourabh Marathe (Final year)
5	Head of Administrative Services	Mrs. Sangita Mohokar
	Team member	Mrs. Tejaswini Joshi
		Mrs. Archana Paranjape
		Mr. Ramesh Kandhare
6	Head of Account Department	Mrs. Mrudulagiri Joshi

Exam responsibilities

Principal – Head of centre

Principal has overall responsibility for the college as an examination centre and advises on appeals and re-marks.

Academic coordinator

- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with SPPU guidelines
- Accurate completion of controlled assessments and/or non-examination assessments mark sheets and declaration sheets
- Ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the CEO
- Decisions on post-results procedures as and when required

College examination officer - CEO

- Manages the administration of Theory, Sessional and Sessional Viva-Voce – SS-SV examinations in accordance with SPPU regulations and guidelines
- Advises the HoDs, class teachers, subject teachers, and other relevant support staff on semester examination timetables and procedures
- Once confirmed, the CEO will circulate the exam timetables for internal and external exams at a specified date before each series begins
- Ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them
- Confirms the booking all examination infrastructure required for smooth conduction of exams
- Ensures candidates' controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule
- Tracks, dispatches, and stores returned coursework / controlled assessments

Responsibility Head of Department - HoD

- Ensure LMS registration and access of each student as per “Admission process - Fee paid status”
- Finalise regular and backlog (+Year down – YD) lists for their classes based on “result outcome” (statement of subject-wise marks per student) provided by Admin-exam Dept
- Submit final list of students with / without LMS access to Exam Dept before the schedule of In-sem Exam
- Provide subject-wise and studio-wise mentor for backlog subjects as per result outcome
- Share all notifications regarding examination via BNCA structure HOD – Class teachers - subject-teachers or HOD – Class teachers - subject-teachers – Students from time to time as published by Academic coordinator and Exam dept
- Provide subject-wise and studio-wise (Regular and backlog) internal and external examiner list to Exam dept
- An orientation session for new teachers for In-sem, SS-SV, End-sem exams, filling marks, etc. will be conducted by the exam dept on a day notified in advance. HoDs should ensure that new examiners from their division attend session. The old examiners who need re-orientation are also wel-come
- EXAM SCHEDULE for REGULAR and BACKLOG subjects uploaded on LMS, should be checked time to time prior to exams and looked thoroughly and followed strictly

Exam dept will coordinate only with HoDs for In-sem, SS-SV and End-sem Exams along with PIP and PEP.

Responsibilities of teachers

- Class teachers to look into for smooth conduction of exam of their class
- Subject teachers to ensure list of students, their LMS registration and access as per “Admission process - Fee paid status” by account dept and “result outcome” shared by Admin-exam dept to HoDs

- Follow instructions / Guidelines published by academic coordinator and Exam dept meticulously regarding submission and during In-sem exams, SS-SV exams, End-sem exams along with PIP and PEP
- Use efficiently and effectively, the on-line systems developed in BNCA for submission of regular and backlog subjects, for all Exam related matters along with PIP and PEP
- EXAM SCHEDULE for REGULAR and BACKLOG subjects uploaded on LMS, should be checked time to time prior to exams and looked thoroughly and followed strictly
- Every teacher should be aware (in advance) of the examination process - SPPU prescribed format mark-sheet, allotment of examiner, uploading of marks on SPPU Portal, etc
- For arrangement of classroom and hospitality regarding exams, contact to head of administrative services at least a day prior to SS/SV examination
- Collect and check names of students in Mark-sheet (division-wise/studio-wise) a day before exam. Any discrepancy in the list of students mentioned in SPPU format marksheet (Regular and backlog) and regular class list should be brought into the notice of Admin-Exam dept and clarification sought thereof.
- Conduction of exams and completion of all related work is the SOLE responsibility of the appointed teacher as per SPPU directions. This responsibility cannot be handed over to anybody else. In case of any discrepancy, it has to be faced individually by the teacher.
- Accurate completion of the work allotted to teachers as per instructions and guidelines from exam dept regd SPPU portal on or before the deadlines as set by the exam dept.
- Any cases like Absent, NA, Detained, Copy-Case etc. are to be reported to the BNCA exam dept during the work only
- Collect Account details from External examiner as per format (PAN, Aadhar, Passbook/cancelled cheque copy)
- In case of External exam duty going to other college, inform via E-mail To HOD, Exam dept and Mr. Ravi Sutar
- Examination duty/work shall be mandatory to all faculty members. In case of emergency it is an individual's responsibility to adjust the examination duty with other faculty member after prior permission of the HoD of dept, CEO, Academic coordinator and Principal. The faculty member going for leave shall perform his/her adjusted duty after joining. Strict disciplinary action shall be taken if disobey or disregard of examination work/duty

Responsibilities of Admin-Exam dept

- Provide and confirm the systems and processes to support the timely entry of students for their examinations
- Administer access arrangements and makes applications for special consideration following the regulations in the SPPU circulars for access arrangements, reasonable adjustments and special consideration
- EXAM SCHEDULE for REGULAR and BACKLOG subjects uploaded on LMS, should be checked time to time prior to exams and looked thoroughly and followed strictly

- Take responsibility for setting up the allocated rooms for SS-SV exams, and End-sem exams, and will be advised of requirements in advance
- Support the CEO in relevant matters relating to exam stationery, exam rooms, resources, etc.
- Support the CEO in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SPPU and college statutory authorities, any post results service requests.

Responsibility of Account Department

- As per Challan generated, transfer the exam fees to SPPU
- As per remuneration norms, payment to examiners
- As per purchase orders of stationery required for exam conduction, payment to concerned agencies

Responsibilities of student

- Student's performance for a particular semester will be evaluated through continuous class assessment and conduction of examinations as per SPPU guidelines.
- The marks for continuous class assessment (Sessional marks) shall be awarded at the end of the semester.
- **STRICTLY** follow instructions guidelines from Subject teacher / Class-teacher regarding submission and uploading of assignment of Regular and Backlog subjects
- Refer "**Conduction of examination**" in this document
- EXAM SCHEDULE for REGULAR and BACKLOG subjects uploaded on LMS, should be checked time to time prior to exams and looked thoroughly and followed strictly
- Ensuring they conduct themselves in all examinations according to the SPPU regulations
- Refer Ordinance 9: Ordinance regarding Unfair means Resorted to by the Students

Eligibility for Examination

The document "Course Structure and Rules" provides guidelines in Rule no. 3 – GRANTING OF TERM. It also provides guidelines on the Rule no. 4 - RULES OF PASSING and Rule no. 5 - RULES OF A.T.K.T.

Declaration of Exam form filling and examination

As per the University guidelines, the course is structured upon the Credit System Based Assessment. One academic year consists of two terms, where each term is mentioned as

semester. The complete course is structured in five years which comprises of ten semesters. Each semester have exam-form filling process as defined by SPPU.

Declaration of Exam form filling shall be as per circulars published by SPPU. The form filling process will be available on “student login portal” for SPPU enrolled student ONLY.

BNCA Admin-exam dept check the duly filled exam form by students as per regular and backlog subjects applicable (based on result of last term exam), fee amount and all other details. In case of first year students, dept verify the names and spelling before finalizing the form. These completed forms and pending forms if any, are again checked and then approved to generate a fee statement online.

Once all forms are approved, fee statement/ challan generated, admin-exam dept prepared cumulative statement to proceed for BNCA account dept and SPPU. Account dept collect and send the “Fee share” to SPPU as per norms mentioned in latest circular. SPPU share the “Summary and seat numbers of students” to BNCA as per the details and data shared by BNCA. The received summary and seat numbers are checked and verified by admin-exam dept to avoid any discrepancy in the upcoming examination. In case of any query, BNCA communicate with SPPU via official E-mail ID and resolve same within the prescribed time.

The duration and schedule of examination shall be declared by SPPU statutory authorities ONLY. In accordance to same, BNCA Exam dept schedule the exams in stipulated time mentioned by SPPU. The same is published by BNCA Exam dept on Learning Management System - LMS under “Department of Examination” tab for reference to teachers and students.

Conduction of examination

Conduction and assessment of In-semester examination, Sessional and Sessional viva voce examinations are mentioned in “Course Structure and Rules” Rule no. 8 – EXAMINATION and Rule no. 9 - CONDUCT AND ASSESSMENT OF EXAMINATIONS. The exams are conducted in Oct-Nov and April-May for Regular and Backlog subjects in each academic year as per schedule of SPPU. Whereas, In-sem exams are conducted as applicable to term of that academic year.

Theory subject exams

In-sem. Exams

- In-sem Exams are scheduled as per SPPU guidelines in each semester in accordance to the commencement date of semester published by SPPU
- Question paper pattern shall be uniform for all the subjects and shall be same for all divisions. Subject coordinator along with team members teaching the same subject to all divisions shall frame the question paper
- In-sem exams are held under End-sem exam conditions.

- The cases of malpractices during In-sem examination shall be handled by duly constituted committee. The necessary action shall be taken against the defaulter as per the Ordinance 9 of SPPU for conduct of examination.
- After successful completion of assessment of paper, based on the result of these exams, BNCA shall conduct sessions of “Performance Improvement Program – PIP” and “Performance Enrichment Program” for students. The details of program are in Annexure 1.

End-sem exams

- In accordance to the form filling and fees paid, SPPU will provide Hall ticket on “student login portal” to each student as with details of regular and backlog subject. If any student has any discrepancy, BNCA admin-exam dept help and provide hall-ticket to students from the data received from SPPU.
- The students shall report the exam centre 30 minutes before the scheduled time of examination.
- The students should strictly follow all the instruction mentioned thereon.
- In an examination room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones, smart phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.
- Disruptive candidates are dealt with in accordance with Ordinance 9
- The CEO is responsible for handling late or absent candidates on exam day
- The designated invigilator will start and finish all examinations in accordance with SPPU guidelines
- Subject staff may be present prior to the start of the examination to assist in case of any requirement to exam dept regarding subject expertly.
- Any staff present must be in accordance with the rules defined by SPPU concerning who is allowed and what they can do
- After an examination, the CEO will arrange for the safe dispatch of completed examination scripts to awarding bodies / CAP centre, working in conjunction with the examinations assistant/invigilator.

SS-SV subject exams

Final submission - Hard copy

Division-wise, Year-wise and Subject-wise rack/shelf is allotted in Submission room for regular subjects. Similarly, Year-wise, Semester-wise and Subject-wise rack/shelf is allotted in submission room for Backlog subjects. The SS/SV exam related submission of portfolio, model, journal, etc. as per instruction and schedule by Submission room in-charge

Final submission - Soft copy

- For regular subject - LMS submission for exam purpose to be collected in a separate tab created under that subject titled 'END SEM EXAM_ subject name'. Subject teacher to ask student to upload their complete portfolio in one file itself (except design) and file name should include 'Full Name of the student_subject'.
- For Backlog subjects – Year-wise and subject-wise, separate link is created on LMS for uploading portfolio. No other link anywhere to be created on LMS by Subject teacher / Internal examiner and no E-mail facility to be given to students.

SS-SV Exams

- In SS/SV Exams, subject teachers' availability will be in accordance with SPPU guidelines
- The appointment of the External Examiner is as mentioned in Rule no. 9 of Course structure.
- Submission of hard copy FINAL PORTFOLIO is mandatory to REGULAR and BACKLOG students on scheduled date and time in Submission room and uploading the soft copy of same on given link on LMS. Else they will be marked as “ABSENT” in Sessional/Sessional-Viva Voce exams
- NO LATE SUBMISSION will be accepted on E-mail
- If any student is unable to submit and upload assignment before due date, she SHOULD inform concerned subject teacher before the last date of submission through E-mail. This should be supported with PROPER documents. LATE submission will be accepted by subject teacher subsequent to E-mail and submission of proper documents thereof.
- If any student is unable to appear at SS/SV exam on the scheduled date and time due to any or all difficulties, the students shall send E-mail to concerned class-teacher and subject teacher immediately at least ONE HOUR before SS/SV exam time mentioning the reason with proper documents as attachments.

Assessment of assignments

BNCA aspire to enhance the present scenario with the introduction of higher levels of evaluation and creation of ideas and outcomes. This will necessitate a change in the assignment pattern, exercise pattern, question patterns, mode of presentation to enrich assessment patterns. With reference to Exam reform policy which espoused by Blooms taxonomy necessitates radical change in the assessment method to enhance the qualitative level of learning and teaching. The following table gives a brief dekho at the institute level as regards different subjects and their assessment patterns.

Table 1: Present scenario of learning and exam pattern at BNCA

SN	Category as per COA	Subjects as per SPPU
1	Professional core courses	Basic Design Architectural design Architectural design project Architectural Graphics and Drawing History of Architecture and Culture Urban Design Landscape Design Principles/ Theory of Architecture Workshop Specifications, Cost Estimation and Budgeting
2	Building sciences and applied engineering	Building Construction and Materials Advanced building technology and services Theory of structures Climatology Building services Surveying and Leveling Environmental Science for Architecture
3	Elective course	Vernacular Architecture Interior design Art in Architecture Disaster Mitigation and Management Green Buildings and Rating Systems Building Performance and Compliance Furniture Design Appropriate Building Technologies Earthquake Resistant Architecture Architectural Conservation Building Systems Integration and Management Management elective
4	Professional ability enhancement courses	Professional Practice Internship or Practical Training Project Management Dissertation or Seminar or Research Methodology
5	Skill enhancement courses	Communication Skills

	Digital Graphics and Art

Source: SPPU and COA

Declaration of results

- A consolidated statement of marks and declaration of result shall be as per “Course Structure and Rules” Rule no. 11: RESULT.
- Individual student results will be promulgated on the Student login Portal
- All individual candidate statement of results (electronic copy) received for the appeared exams, will be despatched to students directly on “Student login portal”

Enquiries about Results and Post Results Services

- The students submit the discrepancies found by them in the declared result on exam “student support portal”
- Post Results Service Policy has been created by SPPU and will be responsibility of student to apply for same on SPPU portal
- The failed students will register for Re-exam after payment of stipulated fees per-course

Complaints/Grievances regarding exams

Grievances/Complaints if any regarding examinations may be brought to the notice of the College Examination Officer - CEO of BNCA in writing on the same day or the latest by the following office working day and they shall be referred to the concerned exam committee/person for studying, investigating and deciding on the matter and it shall be communicated to the aggrieved and redress them at the earliest from the date of the exam or the receipt of the complaint/grievance whichever is later.

Following complaints or grievances will be addressed by the nominated committee

SN	Grievance	Document required
1	Unable to attend an exam because of illness, suffer bereavement or other trauma, be ill	Medical practitioner certificate prior to exam start
2	Loss of portfolio	Proof of submission of portfolio in “Submission room” as per instructions of room In-charge
3	Breaking of Models (as per subject)	Pictures of intact model
4	Late for exam due to some emergency situation like accident, natural calamity, etc.	E-mail immediately
5		

The students can situate their grievances by filling the “Grievance form” as mentioned in Annexure 2 and send to the CEO’s email ID bnca.exam1@bnca.ac.in

If the candidate is not satisfied with the decision of the committee, may apply to the Principal within three working days of the communication of the decision.

The principal shall decide on the matter personally or with the advice of experts if necessary with a priority of delivering justice to the aggrieved and communicate to the candidate at the earliest but not later than 15 working days.

The decision of the principal shall be final and binding.

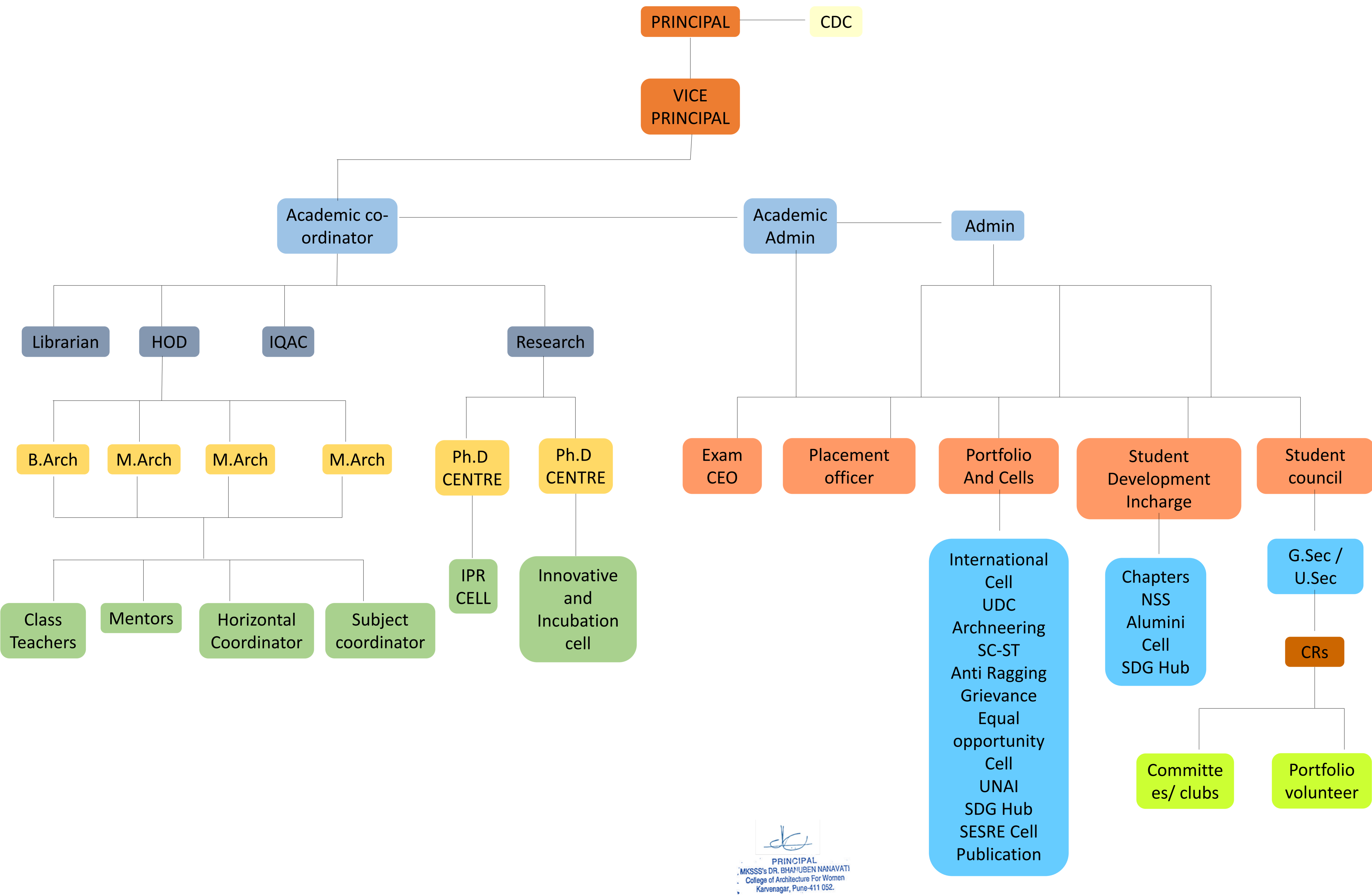
Planning and managing controlled examination and assessments


All regulations from SPPU must be followed and will be overseen by relevant BNCA staff and the CEO who will ensure risks are managed effectively and maintain examination integrity.

BNCA Exam Dept is available to solve your queries or guide you in the Exam process.



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BNCA - ORGANOGRAM



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
COLLEGE OF ARCHITECTURE

FOR WOMEN

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MKSSS's BHANUBEN NANAVATI COLLEGE OF ARCHITECTURE FOR WOMEN, PUNE

Roles of Faculty Members for Various Designations

The hierarchy of roles is envisaged as under to ensure the smooth functioning of the teaching-learning process for each division:

Level 3: HoD of the Division

Level 4: Subject Co-ordinators (one per subject/ group of subjects across all divisions)

Level 5: Class Teachers (one per class/ one per two classes for Final Year B.Arch)

Level 6: Subject Teachers (as per norms)

Roles: Roles of each post will be similar to all divisions of B.Arch (including the newly created Final Year Division). The roles are described in short as follows:

HoD of Division

1. Overall academic and administrative decision making and implementation for the Division in co-ordination with the Academic Co-ordinator.
2. Ensuring smooth conduct of all activities, subjects, and syllabus in co-ordination with subject co-ordinators.
3. Addressing any problems of the students beyond the ambit of subject teachers/ subject co-ordinators.
4. Addressing any issues that the faculty team may have or bringing the same to the notice of the Academic Co-ordinator
5. All other roles as defined in the BNCA document of HoD's roles.

Subject Co-ordinators

1. Annual planning of the subject in co-ordination with subject teacher (guides- in case of Final Year)
2. Taking review intermittently of the progress of the subject and students and any issues faced by faculty or students.
3. Ensuring completion of the syllabus.
4. Planning any activities/ lectures, etc. for the value addition of the subject across all divisions.
5. Co-ordination of work load, schedules for common activities, exam preparedness, etc.
6. **Specific Responsibilities of the Final Year Architectural Project Co-ordinator**
 - Design and implement a choice-based guide selection system. Make final allotments in the spirit of the students' choices.
 - Design a content delivery and periodic guidance and evaluation system in co-ordination with the guides.

- Preparation of the submission and review schedule, arranging intermittent juries, taking an overall progress review of the full batch.
- Co-ordination of the exam related activities. Overseeing the overall exam process for the subject.
- Address any issues that the subject teachers or students may have or bring them to the notice of the Academic Co-ordinator as required.

7. Specific Responsibilities of the Final Year Elective Co-ordinator

- Design and implement a choice based elective selection system. Make final batches of students per elective as per the students' choices.
- Co-ordinate with the subject teachers about the content of the electives and the end deliverables and ensure that they are in accordance with the syllabus intent.
- Take progressive review of the classes and students' work.
- Co-ordination of the exam related activities. Overseeing the overall exam process for the subject.
- Address any issues that the subject teachers or students may have or bring them to the notice of the Academic Co-ordinator as required.

8. Specific Responsibilities of the Final Year Professional Practice Co-ordinator

- Orientation of students for PP intent, content, and selection of offices
- Maintaining a database of recommended offices for students
- Issuing introduction letters to students for submission to offices or other required correspondence
- Preparing and issuing to students a work diary/ log book/ any other record as required by the University
- Ensuring placement of all BNCA students by helping students in their applications/ resolving any issues they may face.
- Keeping a record of each year's placement
- Co-ordination for exams with the help of exam dept.
- Addressing any issues as may arise during the course of a student's internship and bring it to the notice of the Academic Co-ordinator if need be.

Class Teacher

1. Parental role to the students of their class- establishing a good rapport with the students, ensuring their smooth learning experience, addressing any academic/ personal issues those might be bothering them affecting their learning process, directing them to different resources who may guide and help them for their college-related work.
2. Co-ordinating with subject teachers wrt work schedules prepared by them so as to ensure minimum overlaps, work overloads, etc.
3. Acting as a link between the college authorities like Principal, Admin, Academic Co-ordinator, HODs, etc. and the students wrt messages, notices, surveys, non subject-specific college activities, etc.

4. Collating attendance records from subject teachers and co-ordination with the administration for defaulter notifications.
5. Acting as one-point contact for parents and directing them to concerned persons in college to address their issues.
6. Ensuring delivery of relevant students' records like previous marks, ATKT, year down students to the subject teachers and helping subject teachers reach such students as the need may be.
7. Class teachers are not expected to undertake any subject specific work but rather look at the overall smooth functioning of the class across all subjects.

Signatures



IQAC Co-ordinator
Dr. Chetan Sahasrabudhe



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College of Architecture For Women
Karvenagar, Pune-411 052.

Principal
Dr. Anurag Kashyap



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



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 **BNCA**

**DR.BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE
FOR WOMEN**

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The Services Rules, Terms and Conditions for Full-Time Core Faculty :

1. Notwithstanding the pay scale given above annual increments will be based upon and granted on your satisfactory and diligent discharge of duties. Annual increment may be withheld at the discretion of the management in case your work / conduct is not found up to the satisfaction.
2. You will within the frame-work of organizational structure policies and directions as may be given to you by Management / College from time to time. You will have to do extra work for extra curricular activities. But you should have to take prior permission for such work of other institutions.
3. You will be whole time employee of the College and will not undertake any other business work either on payment or otherwise. You will not appear in any other examination to test without express permission of the Management in writing.
4. You may transferred to any Section/Department/Unit or branch in India either existing or which may come into existence.
5. You will not give to anyone, in any manner particular or details of any of the research process, or of administrative and or organizational matter of confidential nature, to which you come across during the course of your employment with the management.
6. In case you are provided residential accommodation you will be bound to handover the vacant possession of the premises as and when so required by the management and in the event of any resistance or reluctance to adhere to the orders thereto. You will be liable for disciplinary action including termination of your services without holding any enquiry.
7. Your appointment and continuation in employment will always be subject to your remaining physically and mentally fit and capable and alert. The management may send you for medical check-up / examination to any Doctor/Registered Medical Practitioner at any time during the course of employment. The decision of the doctor in this behalf shall be final and binding upon you.
8. Your appointment is terminable by the Management without assigning any reason, after giving three months notice or payment of three months salary in lieu thereof. Similarly you will be required to give three months notice or three months salary before leaving the service. The management has right to adjust this amount and other dues from your full and final payment
9. Your address as given in your application to employment will be deemed to be correct for the purpose of sending any communication to you. In case of any change in your address, you will inform the management / College about the same in writing within three days.
10. Your absence for continuous period of 8 days (including absence when leave though applied for but not granted or overstay for a period of 8 days after expiry of leave, will entail loss of your lien

on the job and your services shall automatically come to an end without any notice or intimation to you by the Management / College. The Management will presume that you have abandoned the employment of your own accord and you shall be liable to give three months salary in lieu of notice for abandoning the service in such a manner.

11. Sanction of earned and privilege leave will depend upon the exigencies of work and shall be at the discretion of the management. For getting such leave it shall be your duty to apply in advance and seek prior permission for such leave. Similarly, for extension of leave, an application will have to be given in writing well before the expiry of the leave originally sanctioned. While submitting such application for leave you will have to state the reason for extending leave along with your full address during the leave period. In case it is found at any time that the reason stated for leave were false, you will be liable for discharge / dismissal from service.
12. Sanction of sick leave will be subject to the production of sickness certificate of a Doctor from Govt. or local authority or failing that of a duly qualified medical practitioner, acceptable to the Management. Proper leave application must be submitted immediately upon falling sick together with medical certificate. On returning from sick leave, if not found medically fit you will not be allowed to resume duty until completely recovered from sickness and on production of certificate of fitness from the Medical Practitioner acceptable to the Management.
13. You will abide by the Maharashtra University Act, 1994 Statute, code of conduct, ordinances and rules and regulations laid down by the Savitribai Phule Pune University and State Government from time to time.
14. You will abide by verified standing orders, Rules and regulations, Condition of services as applicable from time to time governing the conduct and disciplinary matter pertaining to the employee of the Management.
15. In case any misconduct is alleged against you, the management at any time when so considered necessary may suspend you without payment of any allowances or wages during the period of suspension. (or you will be entitled to suspension / subsistence allowance) in case after enquiry you are exonerated of the charges, you will be paid full salary for such suspension period.
16. You will retire on attaining the age of 60 years or earlier if found unfit.
17. You are also expected to be present for various programs organized by the college and the Samstha.
18. CAP for SPPU is a mandatory duty under your appointment.
19. The rules mentioned under Provident Fund Act 1952 and Employees Provident Fund Scheme 1952 will be applicable to you, provided, you are previously covered under EPF Act by your previous employer and your age is up to 55 years. You shall submit the necessary proofs about PF membership such as PF Slip or UAN Number immediately after joining. If you are not covered under rules of EPF Act by your previous employer, you shall be treated as exempted employee as per Section 2(f) of The Provident Fund Scheme 1952. You shall fill up the Form No. 11 immediately after joining accordingly.



Principal
Dr. Bhanuben Nanavati College of Architecture
for Women, Karvenagar, Pune - 4110 52





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
COLLEGE OF ARCHITECTURE
FOR WOMEN**

Gate No:04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail: mail@bnca.ac.in, www.bnca.ac.in

The Services Rules, Terms and Conditions for Contract Faculty:

1. As per rules of the Samstha, your appointment is purely on temporary basis and your services stand terminated at the end of this period, without any notice.
2. Your services may be terminated in case of unsatisfactory performance or any misconduct on your part or if your post is not approved by University without any notice.
3. Your appointment is made subject to unavailability of suitable SC/ST/DT/NT/OBC/SBC candidate and therefore this is temporary. Your services may be terminated without any prior notice when a suitable SC/ST/DT/NT/OBC/SBC candidate is available.
4. One month advance notice or one month salary is compulsory for the employee who wants to resign.
5. With this appointment, you have been entrusted with the responsibility of ensuring quality education. Every student passing out of our college, should have a keen eye & an imaginative bent of mind towards all that goes into creating good Architecture.
6. You are also expected to be present for various programs organized by the college and the Samstha.
7. CAP for SPPU is a mandatory duty under your appointment.
8. You are expected to have full awareness of NAAC/CoA/AICTE/NIRF as well as most importantly NEP (National Educational Policy of India). You shall remain personally responsible for, if any, lapses occurs due to the ignorance of the same.
9. As per the IPR Policy laid by the Institute, any work that is produced during the Bachelors / Masters of Architecture / Design will be Ownership of the Institute as well as the Faculty; or Faculty /Mentor/s and the Student, as the case may be. Such works need to be duly acknowledged when presented on various public platforms.
The work done so can be used only for educational purposes. For any commercial use, prior permission in writing of Institute and concerned Department will be needed.
Any IPR thus generated through the Work/ Projects in the form of Patents, Designs, Trademarks, Service Marks, Copyright, etc will be jointly owned by the Institute as well as the faculty and the Student.
10. The rules mentioned under Provident Fund Act 1952 and Employees Provident Fund Scheme 1952 will be applicable to you, provided, you are previously covered under EPF Act by your previous employer and your age is up to 55 years. You shall submit the necessary proofs about PF membership such as PF Slip or UAN Number immediately after joining. If you are not covered under rules of EPF Act by your previous employer, you shall be treated as excluded employee as per Section 2(f) of The Provident Fund Scheme 1952. You shall fill up the Form No. 11 immediately after joining accordingly.

Principal
Dr. Bhanuben Nanavati College of Architecture
for Women, Karvenagar, Pune – 4110 52





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The Services Rules, Terms and Conditions for Visiting Faculty:

- 1) Honorarium is paid only for the lectures engaged. The maximum honorarium paid does not exceed the payable amount commensurate with the maximum lectures per term allotted to the particular subject.
- 2) The biometric attendance and the signed register entries with all details filled will form the basis of payment. Accounts for each month are closed at the end of the month only.
- 3) Full day site visits and settlement studies with pre sanction from the Academic Head are remunerated at Rs 1000/- per day. For payment purposes, only 5 day long tours are considered.
- 4) Subject meetings, discussions, assessment, and examinations are considered a part of the course and are not paid separately.
- 5) Your monthly honorarium will be credited to your bank account on or before the 10th of each month, subject to completion of all formalities like completing the register entries and recording the biometric attendance. You are requested to submit your existing bank account details with PAN Card no. to the accounts dept. of BNCA to which you would like your remuneration to be credited.
- 6) You are also requested to submit your updated CV and documents at the beginning of the term for submission to the COA, AICTE report.
- 7) As per the IPR Policy laid by the Institute, any work that is produced during the Bachelors / Masters of Architecture / Design will be Ownership of the Institute as well as the Faculty; or Faculty /Mentor/s and the Student, as the case may be. Such works need to be duly acknowledged when presented on various public platforms.
The work done so can be used only for educational purposes. For any commercial use, prior permission in writing of Institute and concerned Department will be needed.
Any IPR thus generated through the Work/ Projects in the form of Patents, Designs, Trademarks, Service Marks, Copyright, etc will be jointly owned by the Institute as well as the faculty and the Student.
- 8) As per our academic policy, every teacher/ team has to submit a teaching plan with a submission schedule before commencing classes. Teachers are also required to prepare a model question and answer bank for the subject/s they cover. You are requested to submit the same for your allotted subjects.

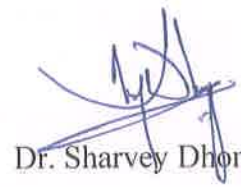
- 9) As part of BNCA, you can use the BNCA library as per its rules. You can also use all other facilities at BNCA. You are warmly invited for all the programs, lectures, events, gathering etc. held at BNCA and are encouraged to actively participate in all these activities.
- 10) You will be expected to devote time for CENTRAL ASSESSMENT of Answer books (CAP) conducted by SPPU, for which remuneration shall be per CAP guidelines paid separately.
- 11) Please submit personal data annexure 1 & annexure 2.
- 12) You are also expected to be present for various programs organized by the college and the Samstha.
- 13) CAP for SPPU is a mandatory duty under your appointment.



Dr. Anurag Kashyap

Principal

Dr. Bhanuben Nanavati College of Architecture
for Women, Karvenagar, Pune – 4110 52



Dr. Sharvey Dhongde

Vice-Principal & Academic Co-ordinator

Dr. Bhanuben Nanavati College of Architecture
for Women, Karvenagar, Pune – 4110 52

**Review of Norms for Contract and Visiting Faculty-
Appointment and Salary
2020-21**

BNCA HR Committee

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I. Definitions:

1. Contract Faculty

Faculty that is employed on an 11 month contract basis. A break of 1 month is given between the end of one contract and the beginning of the next. Usually, all contract faculty is continued from one academic year to the next with the 1 month break. Unfavourable reviews from students or peers or the Principal may result in discontinuation of the contract faculty member.

There are 2 types of Contract Faculty members:

Type 1: Full time contract faculty: Contract faculty who work full time i.e for all working hours across all working days of the week and share responsibilities like the core faculty are called Core Contract or Full-time Contract Faculty.

Type 2: Part-time Contract Faculty: Contract faculty who work only for certain hours and on certain working days of the week and do not share responsibilities other than academic responsibilities are called Part-time Contract Faculty

The total teaching faculty required by the college as well as the mandatory staff strength as per CoA, AICTE, SPPU, etc. includes both the above types of contract faculty.

2. Approval Track

Type 1: Permanent Approval Track: The system of seeking and acquiring permanent approval of the University for a post in the Roaster is called Permanent Approval Track.

Type 2: Adhoc Approval Track: The system of seeking and acquiring ad-hoc yearly approval of the University for a particular post is called Ad-hoc Approval Track.

II. Period of Engagement

1. Period of Engagement for Faculty on Permanent Approval Track:

For faculty selected in the permanent approval track for a certain post, an appointment with a probation period is given by the Samstha. After completion of the probation period, depending on the feedback from students, IQAC (with inputs from HoDs and peers), and Principal, the faculty member may be confirmed as a permanent employee of the Samstha as per Samstha's conditions of employment. If the feedback is not satisfactory or negative, the college may ask the Samstha to take appropriate decision as per applicable rules.

2. Period of Engagement of Contract Faculty:

- a. All contract appointments are for a period of 11 months. This may change as per the schedule of the University term. At the end of the contract period, a break of one month is given before signing a new contract for the next year.
- b. A contract faculty member is usually employed again as contract faculty for the next academic year depending on the feedback from students, IQAC (with inputs

from HoDs, and peers), and the Principal. A faculty member with an unfavourable feedback is not considered for a new contract.

III. Salary

1. Salary for Faculty on Permanent Approval Track:

- a. Salary for faculty on the permanent approval track is decided according to previous experience, previous salary in a teaching position in another college, and the post on which selection is made.
- b. A salary on scale as per the applicable Pay Commission in the Samstha is offered to all faculty on the permanent approval track including faculty on probation.

2. Salary for Faculty on Contract:

- a. Contract faculty is of 3 types w.r.t salaries.
 - i. Type A: Contract on consolidated salary (applicable to both full-time and part-time contract faculty)
 - ii. Type B: Contract on consolidated salary till University interviews for ad-hoc positions and then converted to scale after selection (applicable to full-time contract faculty only)
 - iii. Type C: Contract on scale (applicable to full time faculty only)
- b. For Type A:
 - i. Appointments are made on consolidated salary basis depending on full time or part time services, salary slips of earlier employment as faculty in other colleges, experience in the field as evaluated by the Principal, IQAC and BNCA HR committee.
 - ii. For a first time entrant as faculty and where experience in the field is up to 5 years, a basic consolidated salary of Rs. 45000/- is offered. This is calculated on the basis of 24 lectures per week (i.e. full time) X Rs 450/- per lecture X 4 weeks and rounded off.
 - iii. For first time entrants as faculty on part-time contract, consolidated salary is calculated as No. of lectures per week X Rate per lecture (as described in the clause about rates for visiting faculty) X 4 weeks and rounded off. The consolidated salary of part-time contract faculty may vary each year with the variation in lecture load assigned for that year. For expert/ allied or senior practitioners, a higher rate or consolidated figure as evaluated by the Principal may be offered.
- c. For Type B:
 - i. If a contract faculty is selected for ad-hoc approval by the University, the basic scale + AGP salary for the post that the faculty is selected for is offered till the end of the contract from the date of selection.
 - ii. If the contract faculty is drawing a higher consolidated salary for the contract position than the basic scale salary of the post s/he is selected for, s/he will be offered the scale for that post the gross salary of which is nearest to his/her

consolidated salary. The AGP will remain in the first slab of AGP for that post.

d. For Type C:

Faculty of Type C is not recruited directly. It is a function of progression of full time faculty on contract.

IV. Increments

1. Increments for Faculty on Permanent Approval Track:

- a. Increments for faculty on permanent approval track are decided by the Samstha.
- b. The college will send a report about faculty who have completed a certain number of years/ have been selected on higher post/etc. to the Samstha for approval of applicable increments.

2. Increments for Faculty on Contract:

a. For Type A:

A contract faculty member remains on the same consolidated salary for 3 years before s/he becomes eligible for increment. An increment of 10% (or Rs 50/- in per hour rate for calculating consolidated salary of part-time contract faculty) on the consolidated salary is offered in the fourth year of employment with the college. This new salary remains constant for the next three years. A further increment of 10% (or Rs 50/- in per hour rate for calculating consolidated salary of part-time contract faculty) is offered in the 7th year and so on at an interval of every three years. This increment is not to be offered as a natural growth but shall depend on a review and recommendation by BNCA HR Committee, IQAC and Principal. Final decision will be taken by the Principal.

b. For Type B:

- i. A faculty member who is selected for ad-hoc approval by the University is offered the basic starting scale and AGP of that post as stated in III.2.c above. S/he remains on the same scale+ AGP for the subsequent two ad-hoc approvals. In the fourth year, if the faculty member is again selected ad-hoc for the same post, s/he is offered the immediate next increment as per the table in the Applicable Pay Commission without change in AGP. For the fifth and sixth year of ad-hoc selection, s/he is offered the next increments per selection as per the Applicable Pay Commission. In the seventh year of selection, s/he is converted to a scale based pay round the year without changing other terms of the contract appointment i.e the faculty is converted to the Type C as per III.2.a.iii above.
- ii. For faculty members whose salary on scale after selection on the ad-hoc approval track is calculated at par with their consolidated contract salary, the period for increments will be calculated from their first year of consolidated salary.

- iii. In no case, the switch over to Type C faculty (i.e faculty on contract with salary as per scale) will happen before seven years of full-time service.
- iv. Increment for visiting faculty will be
 - Three pay bands are defined for the visiting faculty depending on the number of years of professional experience (counted from the date of CoA registration) as follows:
 - Upto 5 years: Rs 400
 - 6-14 years: Rs 450
 - 15 yrs and above: Rs 500
 - Rates will be revised after every 3 years (usually in the slab of Rs 50)
- c. Type C:
Once a faculty is converted to salary on scale on contract basis, all increments given by the Samstha to Faculty on Permanent Track will be made applicable to them.

V. Criteria for Selection/ Preference for Permanent post

A faculty member should have completed a minimum of 5 years of full-time service at BNCA. S/he should have the minimum number of adhoc approvals as stated below:

- a. For Asst Prof: 3 adhoc approval years
- b. For Associate Prof: min 8 approvals years
- c. For Professor: min10 approval years
- d. In addition to other criteria as per various authorities

VI. Special Case

Any special case for increase in salary other than mentioned above to be discussed in the LMC by the Principal and decision taken accordingly.

VII. BNCA HR Committee

Members

Dr Anurag Kashyap

Dr Sujata Karve

Dr Sharvey Dhongde

Prof Vaishali Anagal

Shri Amol Hinge

Smt Shilpa Pathak

Smt Mrudulagauri Joshi

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