

Bharati Vidyapeeth
COLLEGE OF ARCHITECTURE
Affiliated to the University of Mumbai



Founder :
Dr. Patangrao Kadam
M.A., L.L.B., Ph.D.

Belpada Complex, Opp. Kharghar Rly. Station,
Sec.7, C. B. D. Belapur, Navi Mumbai- 400 614 - India

Principal
Prof. Satish Dhale
(G.D.D.D., P.G.D.D., IIA, M.Sc.ID., M.Arch)

Ref. No. : BV / COA / N.M. /

Date :

POLICY DOCUMENT

Functions / Duties and Responsibilities

1. GOVERNING BODY

The Governing Body of the institute has University and experts from academic field. The Governing Body gives direction to the institute.

Its Functions and Responsibilities are -

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

2. PRINCIPAL

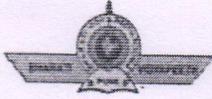
Responsibilities include:

Reporting to the Governing Body of the Institute and the following functions -

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




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a) Visionary Functions

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

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

Planning

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

Execution and Reporting

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

b) Leadership Functions

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

The following are some of the leadership functions -

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

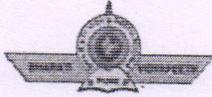
c) Developmental Functions

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

1. Developing the working and learning culture in the institution.



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2. The Principal needs to locate, contact, and invite the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
3. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
4. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
5. Focusing on building the quality for the institution par excellence.
6. Developing necessary infrastructure more importantly library, workshop, labs with an ambience.
7. Principal needs to shoulder various strategic functions which are aimed at developing networks and developing alliances which pay rich dividends in the long term.

d) Strategic functions -

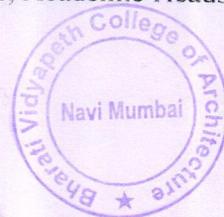
1. Developing a strong association with industry, research, and consultancy establishments and signing
2. Memorandum of Understandings aimed at improving specific strengths of the institute.
3. Developing a strong industry /professional support and getting the professionals /industrialists and business people on various advisory bodies of the institute.
4. Developing Institutional Collaborations.

e) Result / Monitoring

One of the important responsibilities of a Principal is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as Council of Architecture (COA), Mumbai University, Department of Technical Education (DTE), the expectations of the Organization, students and their parents.

The following are some of the important responsibilities -

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline, and conduct.
3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / COA / Organization. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases & procurements, accounts & audit, and any such other matter related to the administration of the institute.
1. Monitoring all the liaising activities with government, corporate, academic bodies and institutions.
2. Monitoring the liaison of activities with departments within the institute and most importantly with the Organization.
3. Monitoring the conduct of meetings on behalf of the institution which include the meetings of IQAC, Faculty and staff members, Class Coordinators, Academic Heads, and Committees.



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4. Monitoring the procurement and purchase of the entire necessary infrastructure like Furniture & fittings, lab equipment, books, and any such other requirement for the institution as per the prescribed procedures.
5. Monitoring the auditing and inspections of the institution conducted by the regulatory bodies such as CoA, Government, University, and the ones conducted by the Organization.
6. Maintaining the infrastructure of the institution with the help of concerned staff.
7. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

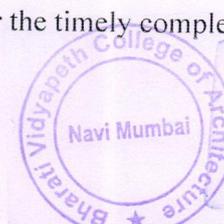
f) Code of Conduct

1. The post of the Principal is appointed by the Organization as per rules of CoA and Govt. of Maharashtra and it is approved by COA.
2. Principal is a full time academic and administrative officer of the college and will act as drawing and disbursing authority.
3. Before leaving campus during working hours, he/she should make alternative arrangements for functioning of day today activities in the college.
4. Principal should prepare a budget, put it before the Governing body for sanction and execute it with commitment.
5. Principal has to administer faculty and staff on the campus and make optimum utilization of the available Infrastructure.
6. Principal should be punctual and cooperative to all his colleagues and seniors.
7. Any other responsibility that may be assigned by the Principal.(to be attend to all end)

3. HOD

Facilitates the HOD for -

1. Identifying core competencies of the Institution.
2. Developing a strong Teaching-Learning Environment.
3. To take advice/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
4. Monitor smooth running of the classes & ensure timely completion of syllabus.
5. Monitor academic discipline among the students.
6. Conduct Regular Committee meetings to know the difficulties if any and progress.
7. Interact with students to know their academic problems and take necessary actions.
8. To assign the teaching responsibilities and duties for conduction of the activities in the institute.
9. To design and implement the academic timetables.
10. To ensure allocation of workload (teaching load and studio load) to all faculty members.
11. To collect teaching Plans from the teachers and ensure they follow the plan and complete it in the stipulated time.
12. Based on the reports, take corrective actions if any for the timely completion of Syllabus.



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13. To coordinate with the teaching and non-teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
14. To ensure smooth conduct of examinations along with the CEO, including paper setting, assessment of theory and viva voce in co-ordination with the Controller of Examination (SPPU).
15. To invite guest speakers for interaction and guidance to the students.
16. Take progress from faculty about Site Visits, Study Tours, and Field Case Studies of the Students.
17. Monitor and Assist to organize Institute level FDP for Faculty quality Improvement.
18. Encourage the faculty to attend the Conference / FDP's etc.
19. Monitor & assist for Online learning Opportunities for Students, Development of technology
20. Monitor & assist for Scaling up Alumni Network, Organizing Alumni Meet.
21. To ensure timely Admission procedures for intermediate years.
22. To work towards faculty welfare.
23. Any other responsibility that may be assigned by the Principal.(to be attend to all end)

4. Internal Quality Assurance Cell (IQAC)

Introduction

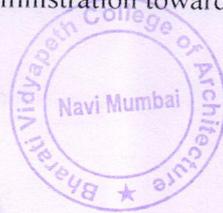
In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAACI, Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a posi-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the Institution's system and work towards realization of the goals of quality enhancement and sustenance. Our IQAC was constituted in the year 2023. The cell has been functioning actively for our academic and administrative activities. With the mission of our visionary founder member as "Social Transformation through Dynamic Education" the major objective of our IQAC is to adopt a multi-disciplinary courses/activities inclusive approach in framing the curriculum and maintain the quality of education through continuous monitoring and constant follow up undergoing activities towards promoting its holistic academic excellence.

Vision

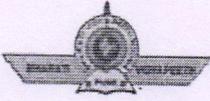
- To establish a dynamic system for a coordinated, innovative approach to achieve quality excellence in education

Aims & Objectives

- The principle aim of IQAC
- To encourage initiatives that will enhance organizational efficacy similar quality Culture and establishing practices.
- To create a structure for deliberate, persistent, and rationale action plan to enhance the institution's performance in both academics and administration towards the progress institution.



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Strategies

IQAC shall develop techniques and processes for

- Facilitating the regular, appropriate, and progressive execution of administrative, academic and budgetary exercises.
- The importance and quality of academic and research programme
- Egalitarian approach stakeholders of society to affordability of academic programme for all the Development and inclusion of contemporary techniques of teaching and learning.
- The integrity of assessment methods.

Assuring the adequacy and maintenance of requisite infrastructure and services; Facilitating participation in intercollege activities for networking with other national and international institutions.

Functions

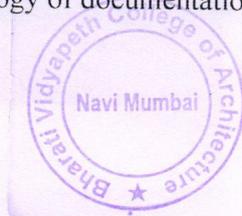
Some of the functions expected of the IOAC are:

- Formulating and implementing quality assurance paratorters for various administrative and academic activities
- Providing conducive environment for facilitating quality teaching and learning process
- Scheduling periodic feedbacks for quality check from aft the stakeholders- Students, parents, faculty, management and alumni.
- Promulgation of information on different criteria for quality assurance
- Organization of workshops and symposiums within and amongst other institutions on themes encouraging quality
- Documentation of allithe activities to enhance the quality Main coordinator for all the activities for quality assurancer-itsimplementation.and dissemination of best practices.
- Collection and maintenance of institutional database repository for upgrading the institutional quality
- Inculcating quality culture within the organization
- Preparation of the Annual Quality Assorance Racon (ADAR as of NAAC for submission to NAAC.

Benefits

IQAC will facilitate / contribute to

- Ascertain advanced level of clarity and focus in the functioning of the institution towards quality assurance
- Assurance of upgraded quality culture.
- Provide a sound basis for decision- marking to improve institutional functioning.
- Act as dynamic system for quality changes in HEIs
- Build an organized methodology of documentation and internal communication



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5. CLASS COORDINATOR / TEACHER

1. Class coordinators are entrusted with various responsibilities, including
2. Fostering open communication with students to address significant matters, such as attendance's importance, the semester system's nuances compared to the annual system, and the significance of sessional work and assignments.
3. Emphasizing the connection between continuous attendance, thorough understanding, and the learning progression in Architecture & Design education.
4. Clarifying the promotion criteria, stressing the significance of percentages in career development.
5. Ensuring students are aware of their responsibility to meet performance standards.
6. Collaborating with student class representatives to establish study groups, promoting inclusivity. Serving as a mentor and counselor to address student difficulties.
7. Conducting regular reviews with class representatives and forwarding documentation to the Principal.
8. Cultivating a sense of unity through inclusive events, such as social activities and community service.
9. Any other responsibility that may be assigned by the Principal.(to be attend to all end)

Faculty Roles and Collaboration

1. Faculty members, beyond their academic duties, may have administrative roles.
2. Encouraging effective coordination and teamwork among all faculty members.
3. Senior faculty guiding and supporting junior faculty in various academic tasks and lesson preparations.
4. Regularly conducting classes, assessments, and evaluations as assigned by the Principal. Developing innovative teaching methodologies in consultation with IQAC, integrating problem-solving, discussions, site visits, hands-on experiences, etc.
5. Creating course handouts and reference materials.
6. Crafting audiovisual and multimedia resources for effective lessons.
7. Designing and executing comprehensive Lesson Plans.
8. Ensuring syllabus completion within stipulated timelines.
9. Collaborating with Subject Heads to ensure course content aligns with learning outcomes.

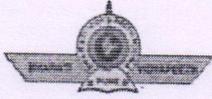
7. FACULTY

a) Appointments

1. The Institution diligently adheres to the eligibility criteria guidelines provided by the Council of Architecture for faculty appointments across all positions.
2. The institution has established comprehensive policies for Professional Academic Units, encompassing guidelines for appointments, recruitment, administrative structures, service regulations, and procedures. The roles and responsibilities associated with various positions are broadly outlined in the apex body's policy.




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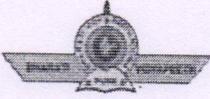
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3. Faculty members make themselves accessible for regular student consultations, communicating their availability for both scheduled and unscheduled interactions. They earnestly strive to address students' academic and personal challenges through counseling.
4. Faculty members supply pertinent data related to assessment task results, examinations, and attendance to the Academic Head when required.
5. They actively participate in meetings with Subject Heads and Class Coordinators to discuss matters influencing learning and other classroom-related issues.
6. Faculty members collaborate with the Principal to maintain discipline among students, contributing to a conducive learning environment.
7. Faculty members undertake any co-curricular responsibilities pertaining to the Institute, as assigned by the Principal from time to time.
8. Maintaining precise attendance records of students is a fundamental responsibility.
9. They offer information about job prospects within their respective fields to the placement cell.
10. Faculty members guide students on various career opportunities, assisting them in making informed decisions about their professional paths.
11. Any other responsibility that may be assigned by the Principal.(to be attend to all end)
12. If associated with the Workshop-
 1. Innovates new experiments when necessary.
 2. Compiles comprehensive workshop reports.
 3. Ensures personal presence in the workshop during designated periods to offer explanations if required. Also ensures equipment necessary for the workshop is operational and available.
 4. Recommends equipment procurement as needed to facilitate smooth experiment execution.
 5. Upholds the quality, maintenance, and cleanliness standards of the institute, classrooms, and studios.
 6. Undertakes research and innovative initiatives within the institute.
 7. Coordinates need-based workshops, seminars, symposia, visits, excursions, etc., in collaboration with the Principal.
 8. Extends invitations to guest speakers and industry experts for valuable interactions and guidance to students.
 9. Demonstrates leadership qualities as supervisors, serving as positive role models, acknowledging staff efforts, and fostering initiative, responsiveness, and leadership among colleagues.
 10. Facilitates enhanced learning efforts for both weaker and stronger students by aligning with the college's educational goals and priorities.
 11. Demonstrates effective and efficient resource management.
 12. Makes alternative teaching arrangements when applying for leave, subject to discussion and approval by the Principal. Prepares documentation for approval from IQAC and the Principal, including all pertinent details.
 13. Conducts revision classes and develops practice question banks ahead of examinations.
 14. Readily accepts and collaborates in all responsibilities and duties related to examinations.

Faculty should follow the code of conduct.




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1. Seek to make continuous growth through study, research, and practice.
2. Maintain active membership of professional Organizations for personal growth and increasing the collaborations and associations for the institute.
3. Participate in extension, co-curricular and extra-curricular activities including community service.
4. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
5. Any other responsibility that may be assigned by the Principal.(to be attend to all end)

c) Punctuality

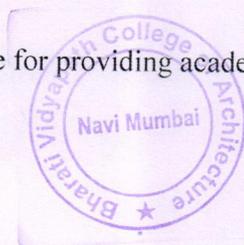
1. Teachers report to the college on time.
2. Biometric system is used to maintain the duty hours, the reporting time being 8.00 am.
3. Teachers coming after 8:40 am are considered late.
4. Three late comings are marked as one casual leave.
5. If Teachers come after 9:30 half days leave is considered for the same.
6. Teachers leaving the campus during work hours take a gate pass duly signed by the principal.
7. A teacher can avail the gate pass maximum 2 times a month for 45 minutes each.
8. In case of unforeseen circumstances faculty are given consideration in time as per each case.

d) Career Advancement Scheme

1. The institution believes in being abreast with the developments in the profession as well as the field.
2. All the teachers are encouraged and supported to participate in workshops ,academic seminars, conferences conducted and organized by professional Organizations and other academic institutions.
3. Paper presentations are to be done by faculty in appropriate conferences based on the individual's area of expertise.
4. The faculty is supported for 50% expenses for paper presentations in conferences.
5. The registration charges of the training programs attended by faculty of B-Arch are borne by the institute as prescribed by COA.
6. To guide the faculty towards preparing their personal academic file for regular promotions to higher posts.
7. To identify the faculty for advancement programs such as COA organized FDP in a rotation pattern.
8. To assure all the faculty members are supported for benefitting from academic upgrading activities and professional upgrading activities.

7. Subject Head

1. The Head of Subject is responsible for providing academic leadership in a specific subject area.



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2. They support the Dean of School by leading staff to deliver the vision and ambitions for the subject.
3. The Head of Subject has strategic responsibility for leading across research, learning, teaching, enterprise, and professional.
4. To oversee the smooth functioning of the department and ensure consistent provision for academic ambiance.
5. To manage and motivate all departmental staff, to enable the students to receive skilled education in the subject, in a positive, encouraging and effective working environment.
6. The Head of Subject also has supervisory responsibilities, such as:
 1. Maintaining academic excellence by observing, mentoring, and collaborating with faculty
 2. Ensuring the proper management and educational focus of the department's staff, physical equipment, and other resources
 3. Any other responsibility that may be assigned by the Principal.(to be attend to all end)

8. SUPPORT STAFF

The Organization appoints the administrative staff such as Accountant, Librarian in Library, Head Clerk, and Lab - Attendant, Senior & Junior Clerk, Peons for Exams, Admission and Scholarship department. Competent and Eligible persons are appointed through a selection process. Service rules are framed by the organization referring to the Govt. of Maharashtra.

a) Code of Conduct

1. Support staff members are expected to strictly adhere to the official timings as specified and maintain punctuality in their attendance.
2. Utilize all allocated work hours efficiently, ensuring that their actions within the workplace do not hinder the smooth functioning of their department.
3. Cultivate a supportive and cooperative environment while carrying out their designated responsibilities.
4. Uphold the utmost confidentiality across all matters.
5. Acquire a comprehensive understanding of the responsibilities, practices, and procedures associated with their respective roles.
6. Execute their assigned duties with precision and thoroughness, striving to accomplish them to the best of their capabilities.
7. Effectively manage their time allocation.
8. Exhibit organizational prowess by staying well-prepared and systematic in their approach. Showcase problem-solving capabilities within the scope of their roles.
9. Demonstrate self-sufficiency in their tasks when suitable.
10. Display initiative in their routine responsibilities and take steps towards skill development.





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11. In the event that an office superintendent is unable to report to work, they are expected to promptly communicate this information.
12. Notify the office superintendent in advance if they intend to avail vacation, submitting their leave application well ahead of time.
13. Staff members are required to maintain the confidentiality of all documents. Additionally, the responsible usage of the Institute's logo-bearing letterheads, forms, and other stationery is paramount.

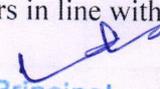
b) Head Clerk

The Administrative Officer serves as the overall head of administrative functions, reporting to the Principal. Their responsibilities encompass campus maintenance, institute property security, personnel management, canteen operations, public relations, health center, and transportation, among others. Additionally, they oversee the implementation of the ERP in the realms of Administration, Finance & Accounts, and Student's Admission & Support (Library, Exam, etc.).

• Their specific duties and roles are as follows:

1. Assisting the Principal in day-to-day administrative operations of the institute.
2. Providing support to the Principal in procedures requiring approval from various entities such as, CoA, MU, and more.
3. Aiding the Principal in managing the admission process, scholarship department, and related processes.
4. Acting as the custodian of institute property records, managing document filing, storage, and security.
5. Coordinating the provisioning and upkeep of campus infrastructure, installations, and office equipment including classrooms, staff rooms, and laboratories, washrooms, electrical systems, RO plants, bore wells, furniture, transport vehicles, communication devices, and more.
6. Ensuring campus security and personnel safety by administering agreements with security service providers.
7. Supervising the functions of the Caretaker, who is responsible for maintaining buildings, grounds, and offices
8. Overseeing surveillance equipment like CCTV, addressing vandalism and break-ins by promptly reporting incidents to the Principal, the organization, and the appropriate authorities.
9. Identifying training requirements for office staff and organizing staff development programs.
10. Coordinating the recruitment of ministerial staff, contingency staff, and drivers in line with prescribed procedures, in coordination with the organization.




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Founder :
Dr. Patangrao Kadam
M.A., L.L.B., Ph.D.

Belpada Complex, Opp. Kharghar Rly. Station,
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Principal

Prof. Satish Dhale

(G.D.D.D., P.G.D.D., IIA, M.Sc.I.D., M.Arch)

Ref. No. : BV / COA / N.M./

Date :

11. Monitoring and managing repair and maintenance expenditures for vehicles, furniture, sanitary fixtures, plumbing systems, and more.
12. Undertaking any additional tasks assigned by the Principal as needed.
13. Ensuring smooth coordination among departments including Accounts Section, Submission Department, Exam Department, Workshop, Library, Admission, and Scholarship for efficient administration.
14. Collaborating with the organization's office to secure permissions and approvals for institutional activities.
15. Coordinating with external agencies, suppliers, and service providers to implement proposals following organizational guidelines.
16. Any other responsibility that may be assigned by the Principal.(to be attend to all end)

e) Librarian

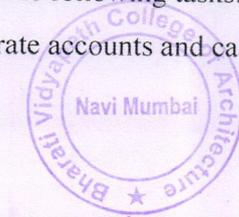
Key roles and responsibilities encompass the following:

1. Approving the selection of books, magazines, journals, and other materials for procurement, as recommended by various stakeholders including the University, Faculty, Students, and Visiting Faculty.
2. Developing the annual budget for the library.
3. Engaging in discussions with the Principal regarding quotations and vendors for new purchases.
4. Conducting regular assessments of the condition of various library sections, including Books, Magazines, Thesis collections, Storage, Computers, Racks, Seating arrangements, Computerized Book Search Facility, Photocopy Services, Digitalization Processes, and more.
5. Spearheading the implementation of e-Governance initiatives within the library.
6. Providing guidance for the preparation of e-Resource Data, including e-Books, Academic Databases, and e-Linkages to other Institutional Libraries.
7. Overseeing the general discipline of the library and addressing any grievances related to library matters.
8. Ensuring that the library is updated according to established 'Standard Format' guidelines, which includes the systematic listing, segregation, and numbering of books and shelves.
9. Developing and maintaining roles and responsibilities within the library to facilitate smooth and efficient operations.
10. Any other responsibility that may be assigned by the Principal.(to be attend to all end)

d) Accountant

(Administrative Officer's Responsibilities) Working in consultation with the Office Superintendent, the Administrative Officer is accountable for the following tasks:

1. Writing and maintaining accurate accounts and cash books/ledgers.




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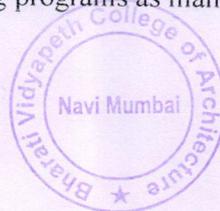
2. Compiling monthly accounts, which involves cash book entries and overall accounting.
3. Reviewing prepared bills for accuracy.
4. Formulating and consolidating budgets for all departments, sections, and centers.
5. Ensuring proper deposit of collected cash into the bank.
6. Overseeing the process of challan writing and remittance to the bank.
7. Preparing daily receipts, challans, and associated details for submission to the Office Superintendent/Principal for review.
8. Managing and renewing Fixed Deposits in banks in consultation with the Office Superintendent and the Principal.
9. Verifying checks and bills.
10. Maintaining a register for daily collections in the institute's accounts.
11. Managing records of demand drafts and other forms of money value.
12. Compiling audit reports and responses.
13. Disbursing payments and remunerations to guest lecturers and academic experts.
14. Generating salary reports and handling income tax-related matters, including performing TDS for payment transactions.
15. Monitoring and assisting with Group Insurance, Student Welfare schemes, and Scholarships.
16. Maintaining a register of caution deposits, if applicable.
17. Executing any other accounts-related functions assigned as needed.
18. Any other responsibility that may be assigned by the Principal.(to be attend to all end)

Accounts Document Custody

1. Responsible for safeguarding the following:
2. Bill books, receipt books, and vouchers.
3. Files related to accounts and purchases, including cheque books and passbooks.
4. Registers, bank challans, cash books, fixed deposit certificates, ledgers, and other essential office documents.

Organization's Training Programs

1. The organization will conduct training programs as mandated by government authorities and departments.



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2. The organization will collaborate with the institution to enable staff participation in relevant courses.
3. The institute will arrange upgrading sessions and seminars for staff members across all departments, in collaboration with ERP consultants, as needed.
4. The institute will facilitate training programs aimed at enhancing ethical conduct, responsible behavior, effective peer collaboration, and timely task completion to improve overall work performance.

9. LEAVE RULES

a) Casual Leaves:

1. Staff members seeking casual leave must submit an application to the Principal with a minimum of two days' notice in advance.
2. They are required to coordinate and adjust their academic schedules with their co-teachers and inform them accordingly.
3. Up to 8 casual leaves can be availed within an academic year.
4. Continuation of casual leaves immediately following weekend holidays is not permissible.

b) Medical Leaves:

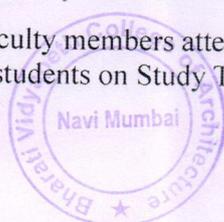
1. Medical leaves are granted in accordance with the stipulations outlined by the Organization's code.

c) Sabbatical Leaves:

1. Granting of sabbatical leaves adheres to the policy defined by the Organization and may be subject to revisions over time.
2. Extra working hours and days beyond regular working days can be converted into compensatory leaves, as required by faculty and staff.
3. Prior consultation with the Principal and Head of Department (HOD) is necessary before applying for compensatory leaves to ensure alignment with academic schedules.
4. Compensatory off cannot be scheduled between two consecutive holidays or in conjunction with weekend holidays.

d) Other Leave Categories:

1. Faculty members assigned examiner duties in other colleges are eligible for Duty Leave.
2. Outdoor duty is sanctioned for activity like industrial visits and outdoor workshops.
3. Duty Leaves are provided for faculty members attending Seminars, Conferences for paper presentations or accompanying students on Study Tours.



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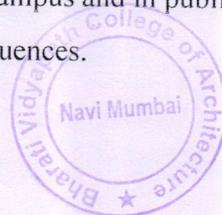
4. It is incumbent upon the faculty member to initiate discussions with the Principal in advance to secure the grant of Duty Leave.
5. Submission of necessary attendance-related documents is mandatory for claiming leaves.

10. PERFORMANCE AND EVALUATION OF STAFF

1. The institution systematically assesses the faculty based on their contributions to teaching, research, administrative responsibilities, and active participation in development and administrative tasks. Equal importance is accorded to all these dimensions.
2. For non-teaching staff, the evaluation encompasses technical work, administrative duties, and engagement in co-curricular and professional development activities, general conduct, and inherent qualities.
3. To facilitate this evaluation process, a structured "Self-Appraisal Form" is furnished to each faculty member at the conclusion of every Academic Year.
4. Faculty and staff members are required to document their performance and involvement in all assigned activities throughout the college for the preceding academic year.
5. Following the assessment, faculty and staff receive an evaluation report, which includes suggestions for enhancing performance across various aspects.
6. The Principal provides feedback on the performance of faculty and staff members, and the completed form is then forwarded to the Organization for further consideration.

1. STUDENTS: CODE OF CONDUCT

1. Carry and present your identification card when requested by relevant authorities.
2. Strictly avoid smoking, chewing tobacco, using explosive or dangerous substances, or consuming drugs/alcohol on campus.
3. Any form of cheating in exams, possessing unauthorized materials, sharing answer sheets, or using proxy writers is strictly prohibited and will lead to appropriate action.
4. Written permission from the principal is mandatory for collecting money or posting notices.
5. Organizing picnics, excursions, or events requires prior written permission from the principal.
6. Refrain from actions that disrupt college administration or tarnish its public image.
7. Keep college free from any external influences, be it political or otherwise.
8. Adhere to rules stipulated by the college principal; their decisions are final and binding.
9. Park bicycles or two-wheelers in designated parking areas provided by the college.
10. Maintain discipline within and outside the campus and in public spaces.
11. Violation of rules will result in strict consequences.




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a) Classroom

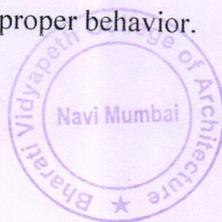
1. Arrive punctually by 8.30 am; lateness may lead to disciplinary action.
2. Uphold courtesy and respect; disrespect or disobedience can lead to suspension or expulsion.
3. Attend all lectures, studios, tutorials, and exams; satisfactory attendance and progress are crucial.
4. Maintain a minimum attendance of 75%. Falling short may result in exam disqualification.
5. Submit a medical certificate and parent-endorsed application for illness-related absences during internal assessments/exams.
6. Refrain from defacing walls and desks; such actions prompt disciplinary measures.
7. Act responsibly and safely.
8. Participate in college programs.
9. Mandatory attendance for national events.
10. Respect college property during events.
11. Obtain faculty-assisted permissions for events with loudspeakers beyond time limits.

b) Exhibitions and Socials

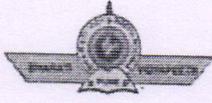
1. The dates and duration of socials and Exhibition to be decided along with the concerned faculty members.
2. The students should get the schedule of exhibition, theme of the socials and the workshops to be conducted in the Socials, approved from the faculty members of the Socials and Cultural Committee.
3. The students should maintain discipline and behavior while working in the campus in the post college hours.
4. The students should get the budgets and the guest identified for the socials approved from the faculty members of the Socials and Cultural Committee.
5. The students should adhere to the pre-decided timings of the various programs.
6. Students are strictly prohibited from getting outsiders for college programs.

c) STUDY TOUR

1. Submit Parent's No-Objection and Medical Certificates prior to tour.
2. Adhere to dress code during the tour.
3. Strictly avoid drinking alcoholic beverages and smoking on tour.
4. Uphold college image and proper conduct.
5. Cooperate with fellow passengers; exhibit proper behavior.




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6. Follow faculty instructions as needed.

d) Ragging

1. Ragging is banned within and outside campus. Strict action as per UGC Regulations will be taken against offenders. Expulsion, FIR, and record mention in leaving certificate for ragging indulgence.
2. No admission for previous ragging offenders. Anti-Ragging Committee & Squad formed; roles explained to students at the start of Academic Year, especially for 1st year B-Arch.

e) Rules for Parking

1. All Vehicles should be parked in the parking area provided by the institute.
2. A vehicle should be properly locked and parked.
3. The institute will not be held responsible for vehicles parked outside the parking area of the institute.
4. Parking for faculty members is separate.
5. Procuring of PUC and wearing of helmets is mandatory for vehicular users.

11. ACADEMIC POLICY

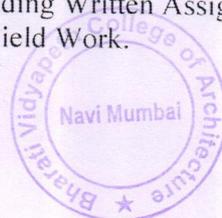
1. Principal leads. IQAC monitors academic conduct. Academic Heads for subject groups. Class coordinators for all classes. Subject Teachers.
2. Principal and HoD oversee teaching loads, plans, and courses. VP manages certificate courses, visiting faculty, and tours. Practical exposure and fieldwork under VP.
3. IQAC shapes policies: CIE, pedagogy, projects, resources, feedback. Audit Courses and Philosophy execution.

a. Academic Conduct

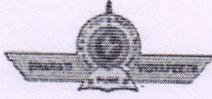
1. B-Arch follows Mumbai University syllabus, preparing students for real-world challenges. Syllabus integrates diverse subjects, including Humanities, Building Construction, and Building Services.
2. Architectural Design with Drawings, and Services for holistic learning. Studios encourage participation and real-life context projects.
3. Practical Training semester broadens education.
4. Integration for application, Credit Based Assessment; Workshops, Seminars, Guest Lectures Social Service and Cultural programs for holistic personality development.

b. Continuous Internal Evaluation (CIE)

1. Mumbai University assessment system, 'Continuous Internal Evaluation' method adopted for systematic evaluation.
2. Each faculty creates a CIE schedule at the start of the academic year, aligned with the Subject Teaching Plan and Academic Calendar.
3. IQAC approves and displays the CIE schedule on the institute website.
4. Assessment covers syllabus objectives, including Written Assignments, Graphics, Models, Site Reports, Design Problems, Numerical, and Field Work.



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5. In-Sem Exam evaluations reviewed by coordinator; identification of students needing improvement. Coordinators communicate improvement areas to students and parents.
6. End-of-semester compilation of internal evaluation for final assessment. MIDTERM REVIEW
7. Midterm assessment by coordinators identifies weak/good students, attendance, and issues. Action taken to aid struggling students.
8. Midterm report shared with parents for awareness and improvement.

c. Documentation

1. The IQAC shall give guidelines for documentation of the settlement studies, Environmental
2. Perception Tours, Craft Documentation as a part of the syllabus.
3. The Documentation committee is constituted for this activity of Documentation.
4. The documentation shall be available in the Library for other students and faculty for reference.

12. Eligibility AND Admission:

As per the Council of Architecture guidelines, (Minimum Standards of Architectural Education) Minimum Regulations, 2020, Candidate shall be admitted to architecture course if she/ he has passed an examination at the end of the 10+2 scheme of examination with at least 50 Yo aggregate marks in Physics, Chemistry & Mathematics and also at least 50% marks in aggregate of the IGr2 level examination or passed 10+3 Diploma Examination with Mathematics as compulsory subject with at least 50% marks in aggregate." [Refer to "https://www.CoA.gov.in/ "for further details]

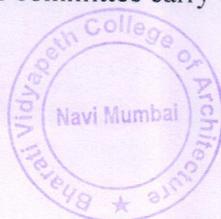
13. Exam Policy

The Principal/Head oversees university exams. Appoints CEO (College Examination Officer) for smooth conduction. CEO roles:

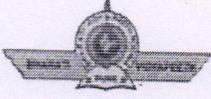
1. Display University notices.
2. Update website if needed.
3. Appoint paper setters, supervisors.
4. Timetable creation, paper checking organization.
5. Internal/External examiner coordination.
6. Rules communication to faculty.
7. Records maintenance, result summary.
8. Confidentiality in processes.
9. Seating arrangements, arrangements.
10. Address student queries within the deadline.

14. Policy for Committees

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



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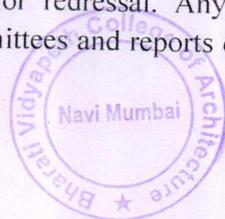
1. Anti-Ragging Committee
2. Grievance Redressal Committee
3. Internal Complaint Committee
4. Reservation committee
5. Academic Monitoring Committee
6. Admission Committee
7. Research and Consultancy Cell
8. NSS and Social Outreach Committee
9. Training and Placement Committee
10. Alumni Committee
11. Seminar, Workshop and Exhibition Committee
12. Social and Cultural Committee
13. PR Committee
14. Infrastructure Committee
15. Labs Committee

1. Anti-Ragging Committee

1. To educate and create awareness among the students about the ill effects of ragging.
2. To inform students about their rights against anti-ragging activities.
3. To obstruct the occurrence of ragging by following anti-ragging measures.
4. To provide punishment to those involved in ragging as per the orders laid down by the Supreme Court of India and Maharashtra Prohibition of Ragging Act 1999.
5. To involve the teaching staff and to invoke a sense of responsibility among the staff to curb the menace of ragging in any of its forms.

2. Grievance Redressal Committee

1. The committee shall decide on the merit of the complaint and scope of further investigation.
2. All possible efforts should be made to resolve the complaints without any external intervention.
3. The committee may mediate between the complainant and defendant.
4. In case of lack of a satisfactory response the committee can take it to the notice of the higher authorities.
5. Any frivolous or malicious complaints that appear to be lodged with personal prejudice can be ignored by the committee. However a proper justification should be given in such cases.
6. Conducting Meetings on a monthly basis and as required regarding grievances and maintaining minutes of the meeting.
7. The Committee should maintain a record of all grievances raised by the students.
 - a. Part: Date Time and inward number.
 - b. Part: Enquiry or investigation as required
 - c. Part: Actions decided to be taken for redressal. Any issue raised will be redressed in consultation with the concerned committees and reports documented for actions taken within



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- 15 days from the date of opening.
- d. Part: Final report from the concerned committee if required case-wise to be submitted within 7 working days.
8. The Committee will have to submit the report after a thorough inquiry and make recommendations so as to avoid the recurrence of the problem.
9. In case of anonymous grievance / complaint the required redressal will be taken with due process but will not be conveyed due to anonymity.

3. Internal Complaint Committee

Certainly, here's a version with some word changes:

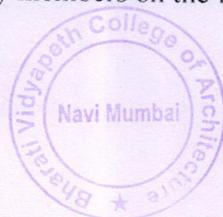
1. To combat sexual harassment in the workplace.
2. To combat discrimination and sexual harassment against girls by fostering gender harmony among students and employees.
3. To organize regular initiatives promoting women's empowerment.
4. To create a supportive environment and friendly atmosphere for women.

4. Reservation committee

1. Certainly, here is a paraphrased version of the text:
2. "The Cell for Backward Castes (BC), Scheduled Castes (SC), and Scheduled Tribes (ST) at an institution is dedicated to advancing the unique interests of students belonging to reserved categories and providing additional support in areas where these students may face challenges.
3. The cell ensures the effective implementation of reservation policies and the benefits offered by the university, including admission and scholarships.
4. Its objectives include guiding SC/ST, and OBC students to maximize the advantages offered by the State Government, Government of India (GOI), and the university's schemes.
5. Furthermore, the cell is responsible for consistently monitoring and evaluating the institution's reservation policy and devising strategies for its efficient implementation in line with the government and university programs.
6. Additionally, it serves as a Grievance Redressal Cell for addressing concerns raised by SC/ST, and OBC students and university employees, offering them assistance in resolving both academic and administrative issues.
7. The cell also takes proactive measures to achieve the objectives and targets set by the State Government and the university."

5. Academic Monitoring Committee

1. Crafting academic plans and guidelines before the start of each semester.
2. Posting academic plans created by faculty members on the institute portal.




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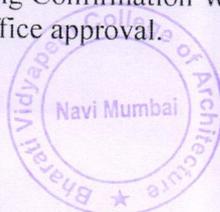
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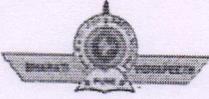
3. Convening faculty meetings to strategize various academic responsibilities.
4. Aiding the oversight of diverse activities: Tutorials / Unit Tests, Assignments, Seminars, Remedial Classes, Mock-Up Tests.
5. Developing mentoring guidelines and overseeing their implementation.
6. Proposing value-added programs and overseeing their execution.
7. Recommending academic initiatives like exercises, projects, site-visits, and guest lectures that resonate with the college's ethos.
8. Cultivating and overseeing the Continuous Internal Evaluation (CIE) process.
9. Guiding, devising, analyzing, and implementing institutional academic policies.
10. Assisting in creating rubrics for student and stakeholder feedback, exam results, course assessments, and placements.
11. Orchestrating the process of online feedback from students on the Teaching-Learning experience, and relaying the evaluation to relevant faculty and departments.
12. Assisting in gathering and evaluating feedback from diverse stakeholders: parents, industry experts, visiting academicians, representatives from professional bodies (IIA, IIID, A & E association), and alumni.
13. Collecting 'Teaching Course Outcome Feedback' from students at the semester's end. • Gathering 'Programmed Exit Survey' insights from final-year students at the academic year's close.
14. Collaborating with IQAC's Subject Heads for academic activities linked to respective subjects, ensuring syllabus completion at the start, midpoint, and end of each semester.
15. Coordinating the collection and compilation of self-appraisal forms from faculty members at the academic year's conclusion.
16. Arranging the review and audit of all academic activities by an internal expert team and external specialists, presenting observations at the CDC meeting for further directives.

6. Admission Committee

1. Submit seat surrender letter to DTE.
2. Study DTE's Admission Brochure.
3. Display Admission Schedule on website and board.
4. Set up Facilitation Centre as per DTE.
5. Appoint college personnel for center roles.
6. Conduct student counseling and support.
7. Communicate with DTE offices and candidates.
8. Confirm student admissions during Confirmation Week.
9. Prepare files for regional DTE office approval.




Principal
Bharati Vidyapeeth
College of Architecture
Belpada Complex, Opp. Kharghar
Rly. Station, C.B.D, Navi Mumbai



Bharati Vidyapeeth COLLEGE OF ARCHITECTURE

Affiliated to the University of Mumbai



Founder :
Dr. Patangrao Kadam
M.A., L.L.B., Ph.D.

Belpada Complex, Opp. Kharghar Rly. Station,
Sec.7, C. B. D. Belapur, Navi Mumbai- 400 614 - India

Principal
Prof. Satish Dhale
(G.D.D.I.D., P.G.D.I.D., IIA, M.Sc.(D.), M.Arch)

Ref. No. : BV / COA / N.M. /

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10. Seek DTE approval for admitted candidates.

7. Research and Consultancy Cell

1. Institute plans Research Recognition Committee with Academic Research Coordinator under Principal's direction.
2. Foster research culture, motivate staff & students for research.
3. Encourage major & minor research projects, national/international conferences, paper publication.
4. Establish Research & Development Center, guide funding applications.
5. Explore private funding via industry partnerships.
6. Ensure academic freedom for research projects.
7. Support staff to publish findings & seek research funds.
8. Design guidelines for optimum research activity.
9. Recognize research for career growth.
10. Convert academic research to innovation, products, services.
11. Create academic excellence through collaborations & shared facilities.

Objectives:

1. Encourage research in Architecture, Design, humanities.
2. Publish findings in peer-reviewed journals.
3. Enhance teaching, professional practice, intellectual growth.

8. NSS and Social Outreach Committee

To conduct and maintain records of all activities and coordinate with students.

Take prior permission for each programme and

follow necessary protocols of seeking permission for outdoor activities from the Principal.

Document the required permission letters and declarations from parents.

1. Disaster Management Training Programmes.
2. Street Plays.
3. Tree Plantation Drives.
4. Red Ribbon Club Activities.
5. Blood Donation Camps.
6. Career Guidance Programmes.
7. Seminars on Social Causes.
8. BMC School Teaching.

9. Training and Placement Committee

1. The committee conducts a lecture for the students at the end of seventh semester for students to help them in preparing their Portfolios as a part of application for Professional Training in the Sem VII.
2. Intimates the students for the duration and dates of training in coordination with the Academic
3. Schedule.
4. Provides information to the students regarding the employment opportunities.



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5. Guides the students with the selection of the Architect's offices/ Designers to undergo the professional training.
6. It undertakes intermediate reviews of the confirmation of Training Placements.
7. It helps resolve the difficulties w.r.t. health conditions and economic difficulties.
8. It prepares & updates the year-wise list w.r.t. offices, industries, firms, organizations, etc.; where the students have completed their Professional / Industrial Training.
9. It arranges for guidance of various competitive examinations and post-graduation opportunities.

Documentation:

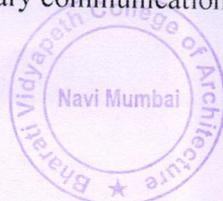
1. Plan a comprehensive documentation strategy.
2. Guide students on documentation formats.
3. Compile on-site student documentations.
4. Create hard copies for library reference.
5. Identify suitable journals/competitions for publication.

10. Alumni Committee

1. Engage with department alumni to identify internship and placement opportunities within their employing organizations.
2. Update alumni about the institute's ongoing activities and initiatives.
3. Request alumni to contribute by delivering lectures on relevant topics and offering career guidance.
4. Encourage alumni attendance at periodic association meetings.
5. Maintain an up-to-date database of departmental alumni and share it with the Placements Cell.
6. Keep in touch with alumni pursuing higher education, assessing their progress and well-being, and providing updates to the Principal, Head of Department (HoD), and Placements Cell as needed. Share relevant information with concerned students upon request.
7. Gather alumni feedback through surveys and maintain records of the same.
8. Develop action plans based on alumni feedback and survey results.

11. Seminar, Workshop and Exhibition Committee

1. Determine need for Learnings through seminars, workshops and exhibitions in consultation with the academic committee and IQAC
2. To outline the programmes to be conducted in each semester.
3. To coordinate with IIC and other cells for record maintenance.
4. Identify Speakers and Guests for the events.
5. Maintain documents of necessary communication with the speakers / guests.




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6. Taking all necessary permissions to organize seminars, workshops and exhibitions.
7. Coordinate with professionals/guests involvement.
8. Collect Academic Work for display from all classes.
9. Schedule Staff & faculty presence for events.
10. Ensure timely execution of the Exhibition/ workshops /seminars
11. Manage Exhibition uninstalation for Academic activities.
12. Enforce program timing adherence.
13. To work on logistics of the programme and coordinate with students.
14. Document the outcomes
15. Record and receive feedback from students.

12. Socials And Cultural Committee

1. Determine current Academic Year's Socials dates & duration.
2. Approve proposed Socials Theme & details from students.
3. Discuss Socials activities with Students & Faculty for approval.
4. Organize Dance, Music, Singing, acting competitions, etc.
5. Finalize Workshop plans during the Socials.
6. Arrange Cultural Events/Activities & guest participation.
7. Decide Budget/Funding for Events.
8. Review & confirm entire program details including student contributions.
9. Plan service provider needs (e.g. lighting, stage, loudspeakers, D.J.).
10. Delegate tasks to Faculty & Staff for Socials.
11. Secure required permissions from relevant authorities.
12. Define Exhibition Theme/Focus/Objective.
13. Encourage student participation.
14. Choose locations for Academic Work Display by class.
15. Finalize Exhibit Display specifics & financing.
16. Set financial budgets for activities/workshops.
17. Assist students in securing sponsorships.
18. Compile service provider lists (e.g. lighting, stage, etc.).

13. PR Committee

1. Magazine publication with editing and all other print related art work and compositions.
2. Newsletter publication from time to time covering major events and activities in the academic front.
3. Publications of books by collaboration of students / staff and copyright.
4. Social outreach as directed by college from time to time.
5. NSS activities as stipulated by the government.
6. Website update and improvisation of interface and data revitalization.
7. Social media like instagram and facebook



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14. Infrastructure and Maintenance Committee

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

15. Computer Lab Committee

1. Prepare Lab Access Time-Table for classes.
2. Review computer status, printers, scanners, software, wi-fi quality.
3. Monitor daily operation & maintenance.
4. Assess new/upgraded hardware & software needs.
5. Arrange inspections, maintenance, repairs by vendors.
6. Compile new procurement list, urgency, supplier quotes.
7. Verify quality & functionality of new software/hardware.
8. Review annual subscriptions, notify for renewal.
9. Oversee e-Content prep & upload by Teaching Faculty.
10. Create & display student/staff instructions for Lab use.




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