



Mahatma Education Society's

**PILLAI HOC COLLEGE OF ARCHITECTURE**

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Approved by COA, Government of Maharashtra and Affiliated to University of Mumbai

Inst. Code- AR3427

## **Criteria 6 – Governance, Leadership and Management**

### **6.3 – Faculty Empowerment Strategies**

#### **6.3.2**

**(Policy Handbook Excerpt**

**35.6 – Sponsorship for attending  
conferences and workshops)**

*Am Sayaji*





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**Criteria 6 – Governance, Leadership and Management**

**Key indicator – 6.3 Faculty Empowerment Strategies**

**6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops**

Sr. No.	Contents
1	Policy Handbook Excerpt 35.6 – Sponsorship for attending conferences and workshops

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#### **35.4. Policy for Faculty Research Schemes and Related Equipment Acquisition**

Faculty may want to work on research projects, or purchase equipment, or develop software that can be beneficial to the institute, or pursue a new exploratory project. The faculty may propose purchase of new equipment or software or support from the MES Executive Committee for such projects. Following are the guidelines to be observed:

- A. A total amount of up to Rs 100,000 can be approved for an individual faculty member for a specific project or facility or a total amount of up to Rs 10,00,000 can be approved for any piece of equipment that would contribute to research projects.
- B. An interested faculty member should make a concrete proposal with details of a proposed equipment purchase. This should include associated costs of the equipment, and how it will benefit the College or contribute to the faculty member's research.
- C. This scheme cannot be used to purchase equipment needed due to a change in syllabus or similar reason. Faculty and Department Heads use regular department funds for such purchases.
- D. Once the equipment purchase is made, the faculty member will maintain detailed and up-to-date records of the purchase, of any and all research related to its use, patents or other benefits of such projects, and submit same to the principal from time to time.

#### **35.5. Procedure for Initiating Faculty Research Schemes**

- A. A faculty member must submit a written proposal to the Principal with copies to the Head of Department and the Dean of Research and Development.
- B. These individuals review the application and check whether policy guidelines are met.
- C. If so, the Principal will forward the application to the MES Executive Committee for consideration and approval.
- D. The Principal will communicate the decision to the concerned faculty member, the Head of Department, the Dean of Research and Development, and if approved, the Registrar.

#### **35.6. Sponsorships for Attending Conferences and Workshops**

Faculty are encouraged to participate in conferences and workshops to present and disseminate their research. If funds are required for conference expenses such as travel or conference registration, faculty may apply to the department for the funds. The Principal may sanction partially or completely the faculty request provided the following conditions are met:

- A. A maximum of up to Rs 50,000 can be approved for each faculty member.
- B. The faculty member can avail this facility once every two years.
- C. Approval is only granted when the department has not exhausted its budget for the academic year.
- D. The conference must be conducted by a reputable organization, Industry association, or university.
- E. If leave is required no more than three days can be given in one semester or more than five days in one academic year.
- F. Any lost days should not adversely affect the teaching load or syllabus completion.

*Am Sayaji*



### **35.7.Procedure for Sponsorship Requests**

- A. The faculty member submits an application to the Principal with a copy to the Head of Department
- B. The Principal and Head of Department reviews the application and checks whether policy guidelines are met.
- C. The Principal will make the final decision and communicate that to the concerned faculty member, the Head of Department, and the Registrar.

### **35.8.Consultancy Procedures**

PHCOA has expertise in various technical and artistic areas to provide knowledge and expertise which are of interest to related industries and organizations. As a policy PHCOA encourages its faculty members to take up consultancy projects. Consultancies for faculty members must meet the following guidelines.

- A. An acceptable consultancy project is one where faculty provides expertise to industry or other organizations primarily for that entity's purposes. The project may originate from the outside organization, or faculty may initiate the relationship.
- B. Written approval by the Principal must be secured before accepting a consultancy. A proposal should clearly indicate the effort involved (in terms of use of office time) and the extent of use of infrastructure of the College and any similar burdens.
- C. The faculty member submits a budget to the Principal in which fees to be received are described, and details of likely expenses and so forth are outlined. In general PHCOA does not pay for travel or cost of equipment specific to such an outside project, but a faculty member normally would be allowed to use the infrastructure of the College.
- D. Once a consultancy has been approved, the faculty member pays 30% of the consultancy fee (and GST if applicable) to the College, if using PHCOA infrastructure for implementation of the project. If no use of College infrastructure is needed, this payment is 10% of the consultancy fee (and GST if applicable). The Principal is the final authority to decide the quantum of consultancy fee which a faculty member should pay to the College.
- E. For any paid consultancy the faculty member must submit a letter or purchase order from the client, clearly stating the work to be carried out, its timeline, the purpose of the consultancy, and the names of the primary people involved.
- F. PHCOA will produce a GST invoice for any consultancy project.

### **35.9.Unpaid Consultancies**

Faculty members may be requested by government agencies or non-profit organizations to conduct consultancy on an honorary basis. In such cases, they should try to obtain a letter of request from the client in writing. Faculty may carry out such projects after notifying the Principal.

*Om Saijaji*

