



MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARCHITECTURE

EMPLOYEE POLICY DOCUMENT

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for Long span volumes by
Sem IX Students (PHCOA)



PHONE

Tel: 02192-669002 / 669003
Mobile : +91 99875 36670



ADDRESS

Pillai HOCL Educational campus,
HOC COLONY, Rasayani, Via. Panvel,
Dist. Raigad. Pin: 410207



MAIL

mail: phcoadmin@mes.ac.in
Web: www.phcoa.ac.in

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Preamble

1.1 Pillai HOC College of Architecture

Pillai HOC College of Architecture (PHCOA) seeks to develop in its students a sound technical foundation and to enhance the natural curiosity of its architects. We believe that a successful architect is one who compliments his deep theoretical knowledge with an intuitive practical approach.

PHCOA has state-of-the-art facilities and distinguished faculty has been a nurturing ground for students of high academic capabilities. It is established on an approximately 14 acre lush green campus with spacious classrooms, well-equipped laboratories and workshops, up to date computer facilities and a well-stocked library to provide a stimulating educational environment.

1.2 Mahatma Education Society

Mahatma Education Society embarked upon its mission of "Education for all" with Chembur English High School in 1970. The vision, dedication, global outlook, tenacious struggle and undaunted spirit of the Chairman and C.E.O., Dr. K. M. Vasudevan Pillai and the forward looking, untiring energy of the Secretary, Dr. (Mrs.) Daphne Pillai have now transformed the Mahatma Education Society in to a vast educational organisation, spread over six elegant campuses at Chembur, New Panvel (Sector 7), New Panvel (Sector 8), New Panvel (Sector 16), Borivali (Gorai) and Rasayani (Raigad District). The Society now manages a total of 48 educational institutions providing quality education from kindergarten to Phd professional courses in the faculties of Engineering, Architecture, Management, Teacher Training, Arts, Science and Commerce to more than 30,000 students with 2,000 Teachers and 1,500 members of non-teaching staff.

All institutions managed by Mahatma Education Society have excellent professional faculty, world class infrastructure, state-of-the art laboratories, well stocked libraries, computer centers with internet connectivity, separate hostels for male and female students, cafeterias, gymkhanas and playgrounds. Excellent results, placements, interaction with the corporate world and global exposure are some of the special features of the institutions run by Mahatma Education Society.

Today the Society also runs state of the art research centers in the fields of engineering, commerce, education and architecture. These centers provide its faculty and students to be involved in cutting-edge research and development, entrepreneurship activities, industrial consultancies and many more.

1. PHCOA Management

2.1 **Name of the Trust:** Mahatma Education Society

2.2 **Registered Address:** Mahatma Education Society, Chembur Naka, Mumbai 400 071, Maharashtra, India, Tel 022 2522 4856 / 2522 8414, Fax 022 2522 9587, www.mes.ac.in

2.3 **Registration Number:**

(i) *Public Trust Act/ Under B. P. T. Act F 2068 (Mumbai)*

(ii) *Society Registration Act BM / 23/70 g b 639, 24th July 1970*

2.4 **Board of Trustees:** Rules and regulations for governance are framed by the governing body and the Board of Trustees is the apex governing body.

2.5 **Governing Body and Managing Committee:** The trust and society has a Governing Body which assists the Board of Trustees for management of College activities. The Governing Body also comprises renowned academicians and eminent personalities from industry. The committee assumes a role of intellectual leadership and evaluates new scientific perspectives. It evolves policies and strategies for generation of innovations & development of technicals. The main work of this committee is to give vision about new technology and courses that are to be initiated at the Trust. It comprises the Chairman-CEO, Secretary, COO and the Principals of its various colleges.

2.6 **Composition of Governing Body:**

- i. Two to five members, (renowned academicians and eminent personalities from industry) appointed by the Registered Trust.
- ii. One member appointed by the affiliating University
- iii. One member appointed by the Directorate of Technical Education
- iv. One member is an Industrialist or Technologist or Educationist from the region, appointed by the State Government.

2.7 **Primary responsibilities of the Governing Body:**

- i. Planning and policy development
- ii. Publicity
- iii. Financial and legal compliance
- iv. Appointment of members of the governing boards of each college
- v. Review and approval of institutional budgets
- vi. Review and approval of non-budgeted expenditures
- vii. Review and approval of major infrastructure changes

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- viii. Initiating new courses or departments
 - ix. Final approval of appointments and promotions of faculty members.

MES Vision :

To have a transformative impact on society by ensuring that all individuals have an opportunity for lifelong learning and self-improvement.

MES Mission :

To establish institutions of excellence that advance education, research, innovation, entrepreneurship, sports, arts, culture and impart a sense of social responsibility.

MES Goals :

- i. To give students skills that they can use for the benefit of society both locally and globally.
- ii. To prepare students to become successful in research, industry and higher education.
- iii. To encourage holistic development in students so that they can become leaders of society.
- iv. To help faculty advance, generate, preserve and disseminate knowledge in their fields of study.
- v. To inculcate in faculty, staff and students a sense of responsibility towards all sections of the community.
- vi. To instill within faculty, students and staff a sense of integrity, ethics and professionalism.

MES Values and Guiding Principles:

- i. Accountability
- ii. Excellence
- iii. Integrity
- iv. Innovation
- v. Inclusiveness
- vi. Leadership
- vii. Resilience
- viii. Sustainability
- ix. Service

3. The Ethos of PHCOA

3.1 Vision

We shall offer dynamic and pioneering architectural education through constantly-evolving creative teaching methods; we shall develop, implement and foster a sustainable built environment through our graduates' professional careers.

3.2 Our Mission

We help our students' blossom as knowledgeable, skilled and empowered professionals, who will apply their expertise, creativity, energy and skills to the complex and ever-changing challenges of the built environment. We shall build a strong foundation of outstanding teaching and a deeply rooted creative culture; we shall help shape the world of tomorrow through the intelligence, growth and effort of our students; we shall create a mechanism through which the work of our graduates will yield a more sustainable, more environmentally respectful, more equitable environment where all may live, work, play, and thrive.

3.3 Our Objectives

- i. We shall impart appropriate professional skills, values and knowledge.
- ii. We shall enhance professionalism and civic awareness among students.
- iii. We shall contribute to a sustainable built environment.

4. Use of This Handbook

- i. These policies are intended as guidance only, and may be modified, supplemented, or revoked at any time at the College's discretion with permission of the Governing Body.
- ii. In particular, these policies do not constitute a contract (nor should they be construed as a contract) guaranteeing employment for any specified duration, except as set forth in writing in the employee's appointment letter. Either the employee or the College may terminate the employment relationship at any time, for any reason.
- iii. No supervisor, administrator, manager, or representative of the college has the authority to make any promises, commitments, or changes that conflict with the policies in this manual unless approved in writing by the Chief Executive Officer.
- iv. The policies included in this manual supersede any handbook or policy statements, whether written or oral, issued prior to July 2023. Any subsequent revisions will substitute and replace prior policy or procedure statements and become a part of this manual. The college will provide as much notice as possible of any changes in these policies.

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- v. Pillai HOC College of Architecture (PHCOA) will admit, educate and train a diverse population of students who are academically prepared to benefit from the college's infrastructure and faculty experience, and become responsible professionals.
 - vi. PHCOA will attract, develop and retain, dedicated, excellent teachers, scholars, scientists and professionals from diverse backgrounds whose work gives them visibility beyond the classroom and who are committed to making a significant impact in the lives of their students and the community.
 - vii. PHCOA believes in providing opportunities for all its stakeholders. The institution takes a 360 degree view of the development of its students and faculty and has defined key aspects of the PHCOA experience for its faculty and students.

5. The Student Experience

The PHCOA student experience is supported by six pillars. Each pillar is further supported by additional enabling activities, schemes and mechanisms, each specifically designed to fulfill different aspects of the student experience.

5.1 *Enhanced and Supportive Teaching/Learning.*

PHCOA believes in creating enhanced and supportive teaching and learning experiences for students. The curriculum gives multiple chances to students to gain practical experience through project based learning (PBL) and component libraries, with additional support for slower learning styles such as study camps, remedial classes, counseling, and mentoring.

PHCOA also provides opportunities and recognition for its students to take advanced courses online through Massive Open Online Courses (MOOC) and the National me on Technology Enhanced Learning (NPTEL).

5.2 *Leadership of Students*

- i. PHCOA believes in developing leadership abilities in its students. This is done through active participation in the student council and student groups and with student memberships in committees.
- ii. PHCOA has also established a student activity fund which provides funds to take part in various competitions at national and international levels. It also conducts a campus-wide festival that is fully organised and executed by students. There is also active encouragement of and support for sports activities throughout the academic year.

5.3 Student Entrepreneurship

- i. Encouraging the entrepreneurial spirit is an important aspect of the PHCOA student curriculum. PHCOA, in conjunction with Pillai Center of Innovation and Entrepreneurship, regularly organizes seminars, workshops and colloquia on entrepreneurship for students.
- ii. There is also a business plan competition organised every year with prize money of 1 lakh to encourage budding entrepreneurs.

5.4 Student Research and Industry

- i. PHCOA creates research and consultancy opportunities for students. This is augmented by students' getting hands-on industrial experience by going on field trips, and taking part in competitions around the country. Mentor-mentee relationships offer close guidance for student-led research projects.
- ii. Alumni routinely return to the campus to share their knowledge and experience with current students.

5.5 Social, Moral and Ethical Values.

- i. PHCOA hires faculty with strong social, moral, and ethical values with a strong focus on the environment and its conservation. To this end it has included in its curriculum value education as well as strict rules for academic honesty.
- ii. PHCOA has to increase environmental awareness and stewardship such as Swacch Campus activities, encouragement of paperless offices, e-waste recycling, and so forth. Every year PHCOA faculty and staff bring an environmental NGO on campus in celebration of a community service day.

5.6 Employability

PHCOA takes a holistic view when it comes to making its students more employable in the eyes of its industry partners. In order to enhance the employability of its students PHCOA regularly conducts soft-skill training, technical-skill training and aptitude-test training. Its mentor-mentee system allows faculty to have a full 360-degree evaluation of each student, their achievements, internships, training and any deficits affecting employability.

6. Roles and Responsibilities of Faculty

Faculty development and enhancement is an important metric by which the college improves over time. PHCOA believes in providing opportunities for its faculty to develop and improve themselves. The faculty experience is supported by 5 pillars, noted below

6.1 *Enhanced Teaching/Learning*

PHCOA believes in creating an enhanced and supportive teaching and learning experience. Faculty members are given frequent opportunities to improve their teaching skills through Faculty Development Programs, Massive Open Online Courses (MOOC) and the National Program on Technology Enhanced Learning (NPTEL).

6.2 *Faculty Professional Development*

PHCOA offers numerous professional development schemes such as a research promotion scheme, Intellectual Property Rights support, grants for travel and conferences, and support for continuing education and other forms of training.

6.3 *Leadership*

PHCOA believes in developing the leadership abilities in its faculty. This is done through their active participation in the administration of the College by working in various committees. It also encourages faculty to become members of various professional associations and assume leadership roles in them.

6.4 *Research and Consultancy*

MES -PHCOA has established centers of excellence in various fields to encourage expertise in related areas of research. These centers bring together faculty having different backgrounds when they have a common research goal. It also creates a hub where faculty can carry out consultancy activities.

Funds are provided to conduct regular seminars, conferences and workshops on specialised topics of interest. In addition, faculty interested in pursuing Memoranda of Understanding with industries for activities such as joint research, common use of facilities, library access, placement, internships and similar purposes, will be encouraged and actively facilitated by the management.

6.5 *Social, Moral and Ethical Values.*

PHCOA hires faculty with strong social, moral, and ethical values who have a strong interest in the environment and its conservation. All employees are expected to serve as role models for the student body in morals, ethics, and social responsibility, including active stewardship of the environment at every opportunity.

7. Roles and Responsibilities of MES-PHCOA administrators

7.1 Ethics

PHCOA administrators consider themselves representatives of management and leaders of their respective institutions or departments and therefore conduct themselves with the highest ethical standards of professionalism while dealing with faculty, staff, students and all stakeholders.

7.2 Leadership.

The work of each administrator emphasizes accountability and high expectations for all members of the academic community and results in increased student achievement. They offer students, faculty and staff members' opportunities to grow as individuals and develop as professionals.

7.3 Standards for Administration

- i. For PHCOA administrators, the *education* and *wellbeing* of students are the values that guide all decision-making.
- ii. PHCOA administrators meet all professional duties with honesty and integrity and always act in a trustworthy and responsible manner.
- iii. PHCOA administrators advise the Board of Governance and implement the management and administrative rules and regulations the Board of Governance promulgates.
- iv. PHCOA administrators avoid using their position for personal gain through political, social, religious, economic or other influences.
- v. PHCOA administrators accept academic degrees or professional certification only from accredited institutions.
- vi. PHCOA administrators maintain the highest standards and seek to improve the effectiveness of their profession through research, study and continuing professional development.
- vii. PHCOA administrators accept responsibility and accountability for their own actions and behaviour as well as the behaviour of faculty and staff who report to them.

8. Recruitment

In order to facilitate a professional working environment the following guidelines have been adopted by PHCOA management. College administrators adhere to these guidelines while developing policies and procedures for their colleges.

8.1. Recruitment Guidelines

- i. All colleges have an established written procedure for recruitment of faculty and staff.

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- ii. All hiring decisions adhere to the non-discrimination policy of MES.
 - iii. No individual can make recruitment decisions unilaterally. A committee at college level must interview and evaluate all qualified candidates and the Governing Body must grant final approval for faculty. This ensures uniform quality of faculty across all MES colleges.
 - iv. All faculty members must have the appropriate minimum qualifications from an accredited institution, have good verbal and written communication skills in English, and must conduct a demonstration class/lecture before being hired.
 - v. All non-faculty staff members must have appropriate minimum qualifications from an accredited institution and have good English speaking abilities.
 - vi. All faculty appointments/promotions are as per the guidelines set out by the Council of Architecture (COA), and approved by the MES management and COA. Further all applications are submitted to the University of Mumbai for approval.
 - vii. All faculty and staff associated with sensitive or critical areas must undergo a thorough background check before being assigned to that area. A background check can include speaking with prior employers, relatives or known associates of the candidate and others likely to shed light on the person's character and background. These areas can include but are not limited to:
 - a. Examinations
 - b. Positions involving work with young children
 - c. Bus drivers
 - d. Security staff

9. Staff and Faculty Appointment Process

9.1 Potential hires must familiarise themselves with the following after passing a successful interview:

- i. Employment terms and conditions.
- ii. Employee Intellectual Property Agreement.
- iii. Leave and Holiday Policy.

9.2 All faculty members are given an appointment letter at the time of hire, specifying the following:

- i. Salary details (amount, consolidated or scale).
- ii. Period of appointment.
- iii. Amount of notice required to terminate employment.
- iv. Timings if appropriate.

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- v. Terms and conditions of appointment.
 - vi. General terms and conditions of PHCOA and MES
- 9.3** Before joining the faculty member may be given an offer letter and the full appointment letter may be given to a new faculty member when they are physically present in the college.
- 9.4** All new faculty and staff hires must submit duly signed acknowledgement of agreement to this Handbook:
- i. Employment terms and conditions.
 - ii. Employee Intellectual Property Agreement.
 - iii. Leave and Holiday Policy.
- 9.5** All employees must submit a copy of all their marksheets, certificates, aadhar card, pan card and any other relevant documents at the time of appointment/joining.
- 9.6** All documents collected at the time of appointment/joining and during the employee's term of employment must be maintained in a file until the faculty or staff member's employment ends.
- 9.7** Once hired, any employee will be transferable to any other college of MES.

10. Employment Policies and Procedures

- 10.1** All colleges/colleges maintain written leave and holiday policies for faculty and staff.
- 10.2** All college/colleges maintains a written code of conduct for all its employees that includes:
- i. Expected amount of working hours and expected timings
 - ii. Expectations for development of lesson plans, teaching load, examination work, participating in College activities, participation in research and/or training activities, and related responsibilities
 - iii. Dress code: Well-dressed professors and teachers are considered to be more organised, knowledgeable, and better prepared, whereas instructors who wear informal clothing are seen as friendlier, flexible, sympathetic, fair, and enthusiastic by the judgment of students. Dress also affects formation of first impressions. All employees of PHCOA are expected to look clean, neat, and professional at all times.
- 10.3** Written policies and procedures as well as changes to policies and procedures must be approved by the MES management.

10.4 PHCOA expressly encourages employees to pursue career and professional development through training, workshops and pursuit of higher degrees.

10.5 The college allows faculty members to utilize career-enhancing activities but the following should be kept in mind:

- i. If a faculty member pays for their own workshop or training PHCOA will sanction leave provided it does not affect the smooth working of the College.
- ii. If the College sponsors or sends faculty or staff members for workshops or training, a bond must be executed for a given period of time ensuring that the faculty member continues working for the College after the training.
- iii. A bond must also be executed if a faculty member requires any extended leave or extra benefits to pursue higher education.

10.6 The college maintains a policy on academic honesty that is shared with faculty and students.

11. Academic Monitoring

11.1 The Principal employs mechanisms to accurately monitor the arrival and departure of employees from their respective campuses.

11.2 The Principal observes and evaluates all faculty members in the classroom to assess the effectiveness of their teaching.

11.3 Student evaluations of faculty are taken into account in appraisals.

11.4 Every faculty member must be evaluated and appraised every academic year with a feedback on how to improve.

11.5 The Principal provides feedback about individual faculty to the MES management from time to time.

12. Promoting a Wholesome Work Environment

12.1 The Principal leads by example and models the qualities sought in their faculty and staff.

This includes but is not limited to:

- i. Always punctual
- ii. Always in professional dress
- iii. Never takes excess leave
- iv. Refuses to gossip or disparage administrators, management, faculty, students, parents or staff
- v. Applies written rules and regulations of the college fairly and appropriately.

12.2 If any disciplinary action is to be taken against any faculty or staff member the Principal abides by the following guidelines:

- i. Action is only taken in the presence of a management representative.
- ii. If the employee is female, another female management representative must be present.
- iii. No students, other faculty or staff are present during disciplinary action.
- iv. For minor infractions, a signed note of warning will be conveyed on paper, or by email, and placed in the personnel file of the offender.
- v. Major infractions must be brought to the attention of MES management. These include behaviors such as shouting, or disparaging faculty or staff members in front of employees, students or parents.
- vi. Employees are reminded as part of the disciplinary process that infractions affect salary increments.

12.3 All members of the PHCOA community, regardless of position as faculty, staff, or student, have a grievance mechanism, and are provided with the email addresses of the Chairman-CEO, Secretary COO, who shall address any concerns not satisfactorily handled by College administrators.

13. Office of the Principal

13.1 Responsibilities of the Principal

The Principal, as administrative and academic head of the College, is responsible for management OF the following teaching, research and extension activities:

- i. Assisting in planning and implementation of academic s such as seminars, workshops, etc. necessary for enhancing the academic competence of faculty members.
- ii. Implementing the college Academic Calendar and Time table.
- iii. Carrying out admission adhering to guidelines of the State CET Cell, UOM and COA.
- iv. Maintaining discipline.
- v. Managing the library, computer rooms, laboratories, and other facilities.
- vi. Handling correspondence relating to the administration of the College.
- vii. Administering and supervising curricular, co-curricular, and extracurricular activities.
- viii. Complying with all statutory requirements including the Maharashtra Universities Act, Statutes, Ordinances, Regulations, Rules and other orders as issued by the University of Mumbai, Admission Regulating Authority, Fee Regulating Authority, and so forth.

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- ix. Conducting College and University examinations, assessments, moderation of answer papers, and related tasks.
 - x. Assessing teachers and maintaining their personnel files and other records.
 - xi. Accomplishing other work relating to the College as may be assigned by the Governing Body.
 - xii. Ensuring that all statutory committees are formed, as per statutory requirements, in a timely manner.
 - xiii. Maintaining College buildings and all infrastructures.
 - xiv. Drawing and disbursing funds earmarked for the College.

13.2 Powers of the Principal

- i. Powers of the Principal are delegated by the Chairman or CEO of MES. The Principal has authority to implement the educational standards of MES in the College and develop the institution. Under the direction and leadership of the Principal, PHCOA must strive to reflect in its structures, curriculum and practices, and in the quality of the relationships within it, the particular spirit of MES.
- ii. The Principal has the authority to exercise all disciplinary powers over the students in the College as may be necessary for the proper conduct of the College. The Principal may also develop supplementary rules, as deemed necessary, to maintain discipline in the College.
- iii. Powers of Principals are subject to the supervision and general control of the University of Mumbai and the Government of Maharashtra in addition to the Chair of MES and the MES Board of Governance.
- iv. Specific powers of the Principal are articulated as follows:
 - A. The Principal shall serve as the de-facto Chairperson of following committees
 - a. College Development Committee
 - b. Academic Calendar Committee
 - c. Timetable Committee
 - d. Library Committee
 - e. Examination Committee
- I. v. The Principal nominates Coordinators of Committees for the following activities
 - a. Cultural Committee.
 - b. Seminars and workshops.
 - c. Sports.

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- d. Any other chosen realms of activity as needed
 - vi. The Principal can take disciplinary action on:
 - a. Erring students
 - b. Erring faculty members
 - c. Erring non-academic staff
 - vii. The Principal may delegate some powers to an officer working under the Principal for the sake of administrative control and convenience.

13.3 Financial Powers of the Principal

The Principal may sign all vouchers of expenditure that have been approved by the governing body. The Principal has a discretionary budget of Rs 2,50,000/- per academic year.

14. Anti-Corruption and Bribery Policy

14.1. Policy statement

PHCOA is committed to conducting business in an ethical and honest manner, and is committed to implementing and enforcing systems that ensure bribery is prevented.

PHCOA has zero-tolerance for bribery and corrupt activities and remains committed to acting professionally, fairly, and with integrity in all business dealings and relationships, wherever we operate.

Administrators are responsible for implementation of this policy and will notify the Board of Governance and any other statutory authorities of any violations of this policy.

14.2. Persons covered by the policy

- i. This policy applies to all employees (temporary, fixed-term, or permanent), faculty, consultants, contractors, trainees, seconded staff, home workers, casual workers, non-teaching staff, volunteers, interns, agents, sponsors, or any other person or persons directly or indirectly associated with PHCOA (including third parties), and any subsidiaries or their employees, no matter where located.
- ii. The policy also applies to Officers, Trustees, Board, and/or committee members at any level.
- iii. In the context of this policy, “third-party” refers to any individual or organization PHCOA works with. It refers to actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies. This includes their advisors, representatives and officials, politicians, and public parties. Any arrangements PHCOA makes with a third party is subject to clear contractual terms, including specific

provisions that require the third party to comply with minimum standards and procedures relating to anti-bribery and corruption.

14.3. Definition of bribery

- i. Bribery refers to the act of offering, giving, promising, asking, agreeing, receiving, accepting, or soliciting something of value or of an advantage to induce or influence an action or decision.
- ii. A bribe refers to any inducement, reward, or object/item of value offered to another individual in order to gain commercial, contractual, regulatory, or personal advantage.
- iii. Bribery is not limited to the act of offering a bribe. If an individual is on the receiving end of a bribe and they accept it, they are also breaking the law.
- iv. Bribery is illegal. PHCOA personnel must not engage in any form of bribery, whether it be directly, passively, or through a third party (such as an agent or distributor). They must not accept bribes to any degree and if they are uncertain about whether something is a bribe, or a gift, or an act of hospitality, they must seek advice from PHCOA's leadership, starting with their direct supervisor.

14.4 Gifts and hospitality

MES and PHCOA accept normal and appropriate gestures of hospitality and goodwill (whether given to or received from third parties) so long as the giving or receiving of gifts meets the following requirements:

- i. It is not made with the intention of influencing the party to whom it is being given, to obtain or reward the retention of a relationship or an advantage, or as an explicit or implicit exchange for favours or benefits.
- ii. It is not made with the suggestion that a return favour is expected.
- iii. It is in compliance with local law.
- iv. It is given in the name of MES or PHCOA, not in an individual's name.
- v. It does not include cash or a cash equivalent (e.g. a voucher or gift card or certificate).
- vi. It is appropriate for the circumstances.
- vii. It is of an appropriate type and value and given at an appropriate time, taking into account the reason for the gift.
- viii. It is given/received openly, not secretly.
- ix. It is not selectively given to a key, influential person, clearly with the intention of directly influencing them.

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- x. It is not offered to, or accepted from, a government official or representative or politician or political party, without the prior approval of the Board of Governance.
 - xi. As good practice, gifts given and received should always be disclosed to the Principal. Gifts from suppliers, in particular, should always be disclosed.
 - xii. The intention behind a gift being given or received should always be considered. If there is any uncertainty, the advice of the Principal should be sought.

14.5. Facilitation Payments and Kickbacks

- i. PHCOA does not accept and will not make any form of facilitation payments of any nature. Facilitation payments are a form of bribery that involves expediting or facilitating the performance of a public official for a routine governmental action. We recognise that they tend to be made by low level officials with the intention of securing or speeding up the performance of a certain duty or action.
- ii. PHCOA does not allow kickbacks to be made or accepted. We recognise that kickbacks are typically made in exchange for a favour or advantage.

14.6. Political Contributions

MES and PHCOA will not make donations, whether in cash, kind, or by any other means, to support any political parties or candidates.

14.6.1 Charitable Contributions

- i. PHCOA accepts (and indeed encourages) the act of donating to charities– whether through services, knowledge, time, or direct financial contributions (cash or otherwise)– and agrees to disclose all charitable contributions it makes.
- ii. Members of the PHCOA community ensure that charitable contributions are not used to facilitate or conceal acts of bribery.
- iii. All charitable donations must be legal and ethical under local laws and practices.

14.6.2 Responsibilities of all PHCOA personnel

- i. Members of the PHCOA community must read, understand, and comply with this policy, and with any training or other anti-bribery and corruption information given.
- ii. Faculty, Staff and Students are equally responsible for the prevention, detection, and reporting of bribery and other forms of corruption. All are required to avoid any activities that could lead to, or imply, a breach of this anti-bribery policy.
- iii. Anyone who has reason to believe or suspect that an instance of bribery or corruption has occurred or will occur in the future that breaches this policy must notify the Principal at once.

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- iv. Any person who breaches this policy will face disciplinary action and could face dismissal for gross misconduct. PHCOA has the right to terminate a contractual relationship for breach of this anti-bribery policy.

15. PHCOA Organization: Hierarchy and Committee Structure

15.1. Principal

The Principal is the final executive authority for all administrative and academic departments. He or she is advised by the College Development Committee and the Internal Quality Assurance committee, which collect inputs and feedback from various departments, convert them into recommendations, and communicate to the principal. The Principal serves as a de facto member of every committee.

15.2. Institutional Committees

Each MES college having more than 100 students is expected to form certain committees. The roles, constitution and powers of these committees vary depending on the applicable rules of the College, University, Local Government, State Government and Central Government.

15.3. Additional Committees

The Principal may create committees with clear objectives and responsibilities so as to achieve the mission and vision of the college.

15.4. Objectives of Committees

- i. To foster efficiency in the day-to-day functioning of the College
- ii. To ensure accountability of every layer of administration
- iii. To ensure the administrative environment of PHCOA is cordial, with clearly defined chains of authority.

15.5. Duties of committees

Committees serve at the direction of the Board, and any committee's duties may be altered by the Board of Governance at any time, through due notification. Each committee must meet a minimum of once a year or as stipulated by law and provide in writing the minutes of the meeting to the Principal within one week of conducting the meeting. Further dissemination of minutes of the meeting is at the discretion of the Principal.

15.6. Role of Committees

Committees are formed for the smooth and efficient management of activities. Faculty participation in committees gives them an opportunity to develop skills in administration, supervision, management, and decision-making.

15.7. Continuity

Each year, committees are duly constituted by the Principal in consultation with heads of departments. The outgoing conveners of committees shall hand over all relevant documents to the incoming conveners in the presence of the Principal or a representative appointed by him or her. When documents are transferred, they include a covering note that lists all documents. This note is signed by both the incoming and outgoing conveners and the Principal, or his or her representative.

15.8. Procedure for constituting a committee

- i. To form committees or fill vacancies the Principal discusses the same with the faculty regarding their choice of committee assignments.
- ii. If the choices are found suitable by the Principal these are approved and appropriate notifications are sent.
- iii. The Principal along with the Management Representative reserve the right to appoint faculty members to any committee post.
- iv. Failure to hold any committee meeting due to the lack of a quorum shall be reported by the Chairperson or Secretary to the Principal.

16. Standing Committees, Cells, and Councils

16.1. College Development Committee

a. Composition:

- i. Chairperson/CEO or his/her nominee
- ii. Secretary or his/her nominee
- iii. Member- Management Representative
- iv. Member Secretary- Principal of the College
- v. Three full-time faculty, of whom at least one shall be female
- vi. Member (Non-teaching staff)
- vii. Member (IQAC)
- viii. Member (Student)-President, Students' council
- ix. Three local members, appointed by management in consultation with the Principal, from the fields of education, architecture-related industry, research and social service

b. Responsibilities:

- i. Prepare or update an overall comprehensive development plan for the College regarding academic, administrative and infrastructural growth, to enable College to foster excellence in curricular, co-curricular and extra-curricular activities

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- ii. Plan the annual calendar of the College
 - iii. Make recommendations to the Governing Body about introducing new academic courses and the creation of additional teaching and administrative posts
 - iv. Make specific recommendations to the Governing Body to encourage and strengthen research culture, consultancy and extension activities
 - v. Make specific recommendations to the Governing Body to foster academic collaborations to strengthen teaching and research
 - vi. Make specific recommendations to the Governing Body to encourage the use of information and communication technology in teaching and learning processes
 - vii. Make specific recommendations regarding improvement in teaching and suitable training for the MES employees.
 - viii. Discuss and review the reports of the Internal Quality Assurance Committee and make suitable recommendations.
 - ix. Plan major annual events in the College, such as annual day, sports events, cultural events, etc.
 - x. Recommend to the principal/management any appropriate steps to be taken regarding discipline, safety, and security issues.
 - xi. Make appropriate recommendations on inspection reports, local inquiry reports, audit reports, reports of the National Assessment and Accreditation Council and similar reports.
 - xii. Convene as needed to actualize assigned tasks and serve as resource to the Principal

16.2. Institutional Budget Committee

a. Composition

- i. Chairperson/CEO or his/her nominee
- ii. Member Secretary or his/her nominee
- iii. Member- Management Representative
- iv. Member- Accounts officer
- v. Member- Management Representative
- vi. Member- Management Representative
- vii. Member- Non- teaching staff
- viii. Member Secretary- Principal of the College

b. Responsibilities

-
- i. Prepare the annual financial estimates (budget) and financial statements of the College and recommend to management for approval.
 - ii. Formulate proposals of new expenditures not provided for in the annual budget
 - iii. Final approval of all expenditures of the College

16.3. Internal Quality Assurance Cell (IQAC)

a. Mission:

The Internal Quality Assurance Cell is entrusted with ensuring that PHCOA lives up to its core values, as stated in its Mission, Vision, and Goals. It is the prime responsibility of IQAC to initiate, plan and supervise activities to increase the quality of the education imparted at PHCOA.

The core values PHCOA derives from are derived from the vision and the efforts taken to realise are

- i. Integrity and fairness in all practices
- ii. Promotion of innovation and creativity.
- iii. Inclusiveness and care for the marginalised
- iv. Improvements in resilience and sustainability
- v. Increased quality and excellence
- vi. Demonstrate thought leadership and quality consciousness.

b. Composition : (as per NAAC guidelines)

- i. Chairperson :Principal of the College
- ii. Senior Administrative Officer
- iii. Member Administration (Accounts)
- iv. Member Administration
- v. Member Administration (Registrar)
- vi. IQAC Coordinator
- vii. Five full time faculty
- viii. Management Representative
- ix. Management Representative
- x. Member (student) -President, Students' council
- xi. Alumni Member
- xii. Employer/Industrialists Member

c. Objectives

- i. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- ii. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

d. Responsibilities

- i. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- ii. Improving the relevance and quality of academic and research s
- iii. Assuring equitable access to and affordability of academic s for various sectors of society
- iv. Optimizing and integrating modern methods of teaching and learning
- v. Facilitating the credibility of evaluation procedures
- vi. Ensuring the adequacy, maintenance and proper allocation of support structures and services
- vii. Sharing research findings and networking with other institutions in India and abroad.

e. Functions

- i. Developing and applying quality benchmarks/parameters for various academic and administrative activities
- ii. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for a participatory teaching and learning process
- iii. Facilitation of feedback from students, parents and other stakeholders on quality-related institutional processes
- iv. Disseminating information on various quality parameters of higher education
- v. Organizing inter-and intra-institutional workshops, seminars on quality-related themes and promotion of quality circles
- vi. Documenting the various MES activities leading to quality improvement
- vii. Acting as a nodal agency of PHCOA for coordinating quality-related activities, including adoption and dissemination of best practices.

viii. Preparing an Annual Quality Assurance Report (AQAR) as per guidelines and parameters of The National Assessment and Accreditation Council (NAAC), to be submitted to NAAC

f. Benefits: IQAC will ensure and provide:

- i. A heightened level of clarity and focus in institutional functioning, always moving towards quality enhancement
- ii. Internalisation of the quality culture
- iii. Enhancement and coordination among various activities of the institution, and institutionalisation of all good practices
- iv. A sound basis for decision-making to improve institutional functioning
- v. A dynamic system for quality changes
- vi. An organized method of department documentation and internal communication

16.4. Internal Complaints Committee

a. Composition

- i. Chairperson- Principal of the College
- ii. Secretary- Senior Faculty
- iii. Members - Three teaching faculty

b. Function.

Established, to handle the internal complaints regarding examinations, academics, etc. from students, and parents.

c. Objectives

- i. To provide an avenue for any student, faculty, staff to redress individual grievances regarding academics, examination, administration.
- ii. To promote a healthy atmosphere among students, staff and management.
- iii. Make sure all community members are aware of the grievance process and its appropriate use.
- iv. Provide a confidential pathway by which grievances may be submitted.
- v. Maintain confidential, complete and accurate files pertaining to grievance and redress activities.
- vi. Meet once a month or more often as needed, to discuss, and resolve in a timely fashion, any submitted grievances, by issuing formal recommendations to the Principal.
- vii. Maintain confidential minutes of meetings.

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- viii. Confer with the Principal regarding any serious or sensitive issues before forming recommendations.
 - ix. Convey the decision of the Principal to any aggrieved student in writing.

16.5. Grievance Cell-

a. Composition

- i. Chairperson : Principal of the College
- ii. Members- Three teaching faculty
- iii. Member (Non-Teaching faculty)
- iv. Member (Student)- President, Students' council

b. Function.

Established to handle the grievances from various stakeholders such as students, faculty, parents and others, the cell pays particular attention to women's issues, student issues and any other difficulties faced.

c. Objectives

- i. To provide an avenue for any student to redress individual grievances
- ii. To promote a healthy atmosphere among students, staff and management
- iii. Make sure all community members are aware of the grievance process and its appropriate use
- iv. Provide a confidential pathway by which grievances may be submitted
- v. Receive complaints and grievances from faculty, staff and students regarding employment, administration and academics
- vi. Maintain confidential, complete and accurate files pertaining to grievance and redress activities
- vii. Meet once a month or more often as needed, to discuss, and resolve in a timely fashion, any submitted grievances, by issuing formal recommendations to the Principal
- viii. Maintain confidential minutes of meetings
- ix. Confer with the Principal regarding any serious or sensitive issues before forming recommendations
- x. Convey the decision of the Principal to any aggrieved student in writing

16.6. Anti-Ragging Committee

a. Composition

- i. Chairperson - Principal of the College

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- ii. Secretary - senior faculty
 - iii. Member- Full time faculty
 - iv. Member (Non-Teaching faculty)
 - v. Member (Student) - President, Students' council

b. Objectives

- i. Promulgate campus-wide anti-ragging measures according to latest research
- ii. Educate students regarding anti-ragging laws and policies
- iii. Prevent members of the PHCOA community from engaging in ragging or hazing
- iv. Encourage students to develop empathy, respect and acceptance for all
- v. Encourage a campus culture where ragging is promptly and appropriately reported
- vi. Maintain zero tolerance for ragging campus wide

c. Responsibilities

- i. Give wide publicity regarding anti-ragging laws and policies across the College
- ii. Monitor all campus and hostel behavior during start of academic year
- iii. Solicit affidavits from parents/guardians and students when incidents of ragging are brought to notice
- iv. Ensure that any proven perpetrator of ragging receives appropriate disciplinary action, up to and including expulsion
- v. Conduct counseling sessions for students suspected of ragging behavior or likely vulnerability to ragging
- vi. Conduct counseling sessions for incoming students at the time of admission and at induction
- vii. Prevent ragging by students by making rounds of all areas where students may congregate
- viii. Promote and maintain discipline among all community members

16.7. Women's Grievance Redressal Cell

a. Composition

- i. Chairperson - Principal of the College
- ii. Secretary- Female full time faculty
- iii. Four Full time teaching faculty in which two minimum female faculty.
- iv. Member (Female Non-teaching faculty)
- v. Member (student) -President, Students' council
- vi. Member (NGO)

b. Objectives

-
- i. To create and maintain safe, healthy and supportive environment for female-identified students
 - ii. To address issues faced by women in a workplace or educational environment
 - iii. To organize awareness for all members of the community
 - iv. To take preventive steps towards protection of female staff and students from sexual harassment.
 - v. To serve as the Anti-Sexual Harassment Committee, functioning per the norms laid down by the University of Mumbai.

c. Responsibilities

- i. To organize workshops on issues affecting women in general
- ii. To sensitize staff and students on gender equality on campuses
- iii. To liaison with statutory bodies should any such requirement arise

16.8. Committee for Prevention of Atrocities to SC, ST

a. Composition

- i. Chairperson - Principal of the College
- ii. Secretary– Faculty member preferably from SC/ST Community
- iii. Members - Two full time faculty
- iv. Member (Student) -President, Students' council

b. Objectives

- i. To create and maintain safe, healthy and supportive environment for SC/ST staff and students
- ii. To address the issues of staff and students belonging to scheduled caste/scheduled tribes in the college and to prevent discrimination against them
- iii. To comply with government regulations for the establishment of the Committee for SC/ST (As per the prevailing Scheduled Caste and the Scheduled Tribes [prevention of Atrocities] act).

c. Responsibilities

- i. To look into complaints, if any, received from staff and students belonging to SC/ ST.
- ii. To liaison with any statutory bodies, if needed

16.9. Timetable Committee

- a. Composition
 - i. Principal of the College – Chairperson
 - ii. Secretary – Faculty member

- b. Objectives
 - i. To ensure effective planning for smooth and efficient management of academics.
 - ii. To prepare the Academic Calendar for the college well in advance.
 - iii. To prepare the timetable for the semester as per the syllabus of UOM and in sync with the academic calendar.

- c. Responsibilities
 - i. To prepare the Academic Calendar at the end of each semester for the next semester in consultation with the faculty and under the guidance of the Principal.
 - ii. To prepare timetable for each semester well in advance, for allocation of subjects and ensuring faculty have adequate time for preparation of the lesson plan.
 - iii. To share the Academic Calendar and Timetables with the teaching staff, non-teaching staff and students.
 - iv. To ensure that the Academic Calendar and Timetables are uploaded on the Institutional website promptly.

16.10. Library Committee

- a. Composition
 - i. Principal of the College – Chairperson
 - ii. Secretary–Full time faculty
 - iii. Member- full time faculty
 - iv. Member (non-teaching)- Librarian

- b. Objectives
 - i. To function as a channel between the library and its stakeholders, such as users, management, faculty, suppliers, etc.

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- ii. To ensure that uninterrupted Library services are available for the students and faculty.
 - iii. To prepare the annual budget of the library and to allocate the funds to meet the requirements for purchase of books, journals etc..
 - iv. To ensure maximum utilisation of the library and resources

c. Responsibilities

- i. To assist the Librarian in formulating the Library policy.
- ii. To look after general maintenance of the library in terms of reading material and infrastructure.
- iii. To effectively involve in fostering the reading habit of staff and students.
- iv. To recommend, justify, sanction, or approve withdrawal of-dated material to the competent authority for final decision.
- v. To identify vendors and shortlist them as appropriate.

16.11. Examination Committee

a. Composition

- i. Chairperson - Principal of the College
- ii. Secretary – Faculty
- iii. Member-Faculty
- iv. Member (Non-teaching staff)- Examination in charge
- v. Member (Non-teaching staff)

b. Objectives

- i. To serve as an apex body of PHCOA
- ii. To ensure smooth and orderly conduct of internal and external examinations as per guidelines issued by the University of Mumbai
- iii. To ensure prompt correction of answer books for timely declaration of results
- iv. To ensure timely dissemination of examination related information to all students and faculty.

c. Responsibilities

- i. To conduct end of semester examinations as per the guidelines of the University of Mumbai.
- ii. To publish results

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- iii. To issue grade cards to the students after every semester examination.
 - iv. To distribute degree certificates provided by the University to students who pass the examinations upon successful completion of a course.
 - v. To maintain all records related to the examinations
 - vi. To prepare the examination timetable for all examinations conducted by the college on behalf of the UOM
 - vii. To coordinate with the faculty/appointed examiners to ensure timely submission of question papers to conduct examinations as per university guidelines
 - viii. To ensure availability of answer books.
 - ix. To conduct all written and viva voce examinations as per the guidelines of the UOM.

d. Procedures

- i. The examination coordinator should conduct regular meetings of the committee and make decisions after due deliberations.
- ii. Timetables relating to examinations, dates of results, dates of revaluation, etc should be put up in the notice board as well as on the website well in advance.
- iii. Declaration of results should be done within 45 days from the last date of examination or guidelines of UOM whichever is earlier.
- iv. Question-papers at any stage of development, and duplication and storage of all exam-related papers should be done with utmost secrecy, and consideration of confidentiality.
- v. Bills relating to examination work should be submitted within 15 days from the date of declaration of the results.
- vi. All theory papers shall be assessed in the CAP Cell .
- vii. Record of attendance of students at the examination shall be maintained.
- viii. Records of all internal assessment, theory papers and viva voce examination marks shall be well maintained.

16.12. Disciplinary Committee

- a. Composition:
 - i. Principal of the College – Chairperson
 - ii. Secretary- - Senior faculty

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- iii. Four Full time teaching faculty
 - iv. Member (Non-teaching staff)
 - v. Member (student) -President, Students' council

b. Objectives

The committee, as a team, ensures that

- i. All academic activities such as Lectures and studios are engaged by faculty as per the timetable.
- ii. Punctuality is maintained for all activities; teachers start the activity on time and engage classes for its scheduled duration.

c. Responsibilities

- i. A member of the committee will be assigned to counsel teachers and students who deviate from expected behavior, and issue written warnings to habitual or repetitively inattentive teachers and students.
- ii. The committee reviews the monthly defaulters list of each class and takes prompt follow-up action by alerting parents and obtaining written undertakings from students and parents regarding consequences of non-fulfillment of attendance requirements.
- iii. The committee makes recommendations to the Principal as to remedial or punitive action to be taken, on a case to case basis.

16.13. *Research and Development Committee*

a. Composition

- i. Chairperson - Principal of the College
- ii. Member Secretary- - Senior faculty
- iii. Four Full time teaching faculty

b. Objectives

- i. To oversee and supervise Research and Development activities at PHCOA.
- ii. To ensure performance by proper monitoring of research projects and engagement in all research areas.
- iii. To identify newer areas of research and encourage faculty and students to work in those areas.
- iv. To encourage faculty to submit research projects to funding agencies and generate funds for equipment, projects etc.

c. Responsibilities

- i. To explore possibilities of research collaborations both nationally and internationally.
- ii. To review and monitor research and development activities in appropriate areas.
- iii. To arrange lectures and seminars periodically to provide academic support and guidance to researchers on the basis of recommendations
- iv. To monitor the quality of dissertations and thesis topics and reports.
- v. To encourage and motivate faculty for externally funded research and development, interdisciplinary and multidisciplinary research, product design and development, publications in journals of high standing.
- vi. To facilitate discussions and collaborations with researchers from other colleges, with the possibility of joint work in areas of national and international importance.
- vii. To initiate and promote Memoranda of Understanding with industries and R & D organizations; for consultancy, collaborative research, sponsored projects, industry-college interactions and so forth.
- viii. To arrange talks and interactions by eminent personalities from industry, R & D organizations and institutions of repute; for the better understanding of research methodology and practices currently followed.
- ix. To support faculty for delivering talks at different events and conducting workshops, training s, seminars, conferences, symposia and faculty developments.
- x. To visit R & D organisations and disseminate information regarding the effective implementation of research projects.
- xi. To suggest peer reviewed national and international journals for subscription in the PHCOA library.
- xii. To keep everyone abreast of announcements by various funding agencies like Department of Science and Technology, Defence Research & Development Organization (DRDO), Indian Space Research Organization (ISRO), Council of Scientific and Industrial Research (CSIR), University Grants Commission (UGC), University of Mumbai, and similar.
- xiii. To motivate students to present technical papers in National and International conferences and projects in competitions and exhibitions.
- xiv. To encourage and organize R & D Interdepartmental and collaborative work.

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- xv. Form a Seminar and Conference Advisory Cell to look into the following:
 - a. Recommend conferences/seminars/colloquiums on various topics of interest in PHCOA
 - b. Monitor the functioning of each conference and prepare reports/publications accordingly
 - c. Approve and monitor finances and expenditures for seminars, conferences, and colloquia

16.14. Placement Committee

- a. Composition
 - i. Chairperson - Principal of the College
 - ii. Secretary- Full time faculty
 - iii. Member- Full time faculty
- b. Objectives
 - i. To help the Training and Placement Office (TPO) in conducting and coordinating the campus placement process and training.
 - ii. To identify internship opportunities for students..
 - iii. To guide students through the interview process, writing applications, preparing portfolios, etc.
- c. Responsibilities
 - i. To guide and assist students to secure placements as required to complete an internship.
 - ii. Coordinate with the employer in case a student approaches to resolve any problems.
 - iii. Maintain records of appointment letters and completion certificates of interns.
 - iv. Maintain records of placement graduates/alumni and assist in securing placements.
 - v. Post all job requirements received from firms on the alumni database.

16.15. Cultural Activities Committee

- a. Composition
 - i. Principal of the College – Chairperson
 - ii. Secretary- Student Council coordinator
 - iii. Member – Full time faculty
 - iv. Member (student) - Students’ council Nominee

b. Objectives

- i. Promote and arrange extracurricular activities to bring out the talents of students in performing and other creative arts.
- ii. Identify and encourage students with exceptional talents for performing arts, and other pursuits.
- iii. Represent PHCOA in the campus fest Euphoria.

c. Responsibilities

- i. Supervise all intra and inter collegiate cultural events
- ii. Plan and schedule cultural events and arrange for inclusion in the academic calendar
- iii. Give wide publicity to festivals and events to be celebrated in the College
- iv. Arrangements for staff and students in coordination with the Student's Council

16.16. Sports Activities committee

a. Composition

- i. Principal of the College – Chairperson
- ii. Secretary- Full time faculty
- iii. Member (student) - Students' council Nominee

b. Objectives

- i. To promote athletics, sports and other extra-curricular activities in PHCOA
- ii. To identify opportunities for competitions and encourage students to participate
- iii. To provide support for outstanding athletes and sports personnel in times of competitions in which they are taking part
- iv. To organize in-house competitions for the benefit of students, faculty and staff
- v. To provide healthy leisure time for students, faculty and staff

c. Responsibilities

- i. To coordinate with the Sports Secretary.
- ii. To maintain a stock of sports goods.
- iii. To order sports equipment after seeking and receiving necessary approvals.
- iv. To arrange venues for sports events.
- v. To assist students for permission to participate in the intra or inter collegiate events.
- vi. To ensure that those students who participate in sports events are given attendance as per the rules of the University of Mumbai.
- vii. To maintain discipline in all events happening in and outside the College.
- viii. To conduct sports events for staff members.
- ix. To maintain records of sports events attended by students.

16.17. Governing Body

Composition

- i. Chairperson - Chairman & CEO MES
- ii. Secretary, MES & Chairperson Management Board
- iii. Chief Operating Officer, MES & Member Management Board
- iv. Member Management Board
- v. Member Management Board
- vi. DTE Representative
- vii. University Representative
- viii. Director, C_DAC, Mumbai
- ix. Scientist & Educationist, IIT, Bombay
- x. Senior Director, APAC-HCM Strategy & Transformation Oracle India Pvt. Ltd., Mumbai
- xi. Chief Investment Officer, HSBC, Fort, Mumbai
- xii. Vice President, JP Morgan, Mumbai
- xiii. President Taloja Industrial Association
- xiv. Director, Jaydee Electronics Pvt. Ltd.
- xv. Managing Director, Amprtronics Techno Pvt. Ltd.
- xvi. Dy. CEO, PHEC, Rasayani
- xvii. Member-Director - Public Relations & Corporate Communications at Mahatma Education Society's, Pillai Group
- xviii. Member Management Board
- xix. Ex-Officio Member, Principal

16.18. Anti-Sexual Harassment Committee

a. Composition

- i. Principal of the College – Chairperson
- ii. Secretary- Full time teaching faculty
- iii. Four Full time teaching faculty
- iv. Member (Non-teaching staff)
- v. Member (Student)- Students’ council Nominee
- vi. Member (NGO)

b. Objectives

- i. To follow guidelines and norms for policies against sexual harassment.
- ii. To develop principles and procedures to combat sexual harassment.
- iii. To work out details for the implementation of these policies.
- iv. To prepare a detailed plan of actions, both short and long term.
- v. To organize gender sensitization awareness .
- vi. To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized

16.19. Women Development Cell

a. Composition

- i. Chairperson - Principal of the College
- ii. Secretary
- iii. Three Full time teaching faculty
- iv. Member (Non-teaching staff)
- v. Member (Student)- Students’ council Nominee

b. Objective

- i. To create and develop a congenial environment for women employees (including teaching, support staff, and contractual as well as daily wages employees) and students (rural, urban, specially-abled, underprivileged, marginalised), allowing them to reach their full potential.

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- ii. To undertake the awareness initiatives on gender sensitization, women's rights and women empowerment in the college/campus.
 - iii. To sensitize the students towards the special needs of all genders
 - iv. To develop equitable opportunities for the educational avenues for women
 - v. To build a gender sensitive and inclusive campus
 - vi. To address concerns of gender discrimination and recommend measures and policies for gender parity.
 - vii. To prevent sexual harassment at workplace
 - viii. To undertake surveys or action research projects, if necessary, pertaining to women (rural, urban, specially-abled, underprivileged, marginalised) in the society.
 - ix. To conduct gender audit / safety audit on regular basis

16.20. Anti - ragging Squad

a. Composition

One members of Senior Faculty, four number of faculties with at least one of whom is female

b. Objectives

- i. Promulgate campus-wide anti-ragging measures according to latest research
- ii. Educate students regarding anti-ragging laws and policies
- iii. Prevent members of the PHCOA community from engaging in ragging.
- iv. Encourage students to develop empathy, respect and acceptance for all
- v. Encourage a campus culture where ragging is promptly and appropriately reported
- vi. Maintain zero tolerance for ragging campus wide

c. Responsibilities

- i. Give wide publicity regarding anti-ragging laws and policies across the College
- ii. Monitor all campus and hostel behavior on a regular basis.
- iii. Solicit affidavits from parents/guardians and students when incidents of ragging are brought to notice.
- iv. Ensure that any proven perpetrator of ragging receives appropriate disciplinary action, up to and including expulsion.
- v. Conduct counseling sessions for students suspected of ragging behavior or likely vulnerability to ragging.

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- vi. Conduct counseling sessions for incoming students at the time of admission and at induction.
 - vii. Monitor all areas where students may congregate to prevent ragging.
 - viii. Promote and maintain discipline among all community members.

17. Classifications and Qualifications for Faculty and Staff

17.1. Classification of PHCOA Employees

In general PHCOA prescribes the qualifications for faculty positions as per the guidelines of the Council of Architecture and University of Mumbai. PHCOA employees are broadly classified into Academic Faculty (teaching) and non-teaching staff

17.2. Teaching Staff

- i. Full Time Faculty
- ii. Part Time Faculty
- iii. Visiting Faculty
- iv. Lab Assistants
- v. Emeritus Faculty
- vi. Adjunct Faculty

17.3. Non-Teaching Staff

- i. Administrative Staff including accountant.
- ii. Technical Support Staff
- iii. Support Staff

17.4. Recognized Universities

- i. A recognised university is one that grants recognized bachelors, masters or PhD degrees accepted by the respective statutory authorities in their respective countries.
- ii. In India, the university must be recognised by the UGC and must be a member of the Association of Indian Universities.
- iii. In certain cases, the appointment committee will ask the candidate to provide additional documentation to determine the validity of their degree.

18. Academic Faculty

- i. Only individuals registered with the Council of Architecture under the provisions of the Architects Act, 1972 shall be eligible for the core faculty posts viz. Assistant Professor,

Associate Professor, Professor, Professor - Design Chair, etc subject to minimum qualifications, and experience as prescribed in the Minimum Standards of Architectural Education 2020 or amendments thereof.

- ii. In addition to the above, individuals from the profession may be appointed as visiting faculty.
- iii. Full time faculty may be recruited in the allied areas from the field of Engineering, Fine Arts, Humanities, etc.as per the provisions in the COA Minimum Standards of Architectural Education 2020 and the minimum qualifications and experience required for appointment of these faculty shall be as per All India Council for Technical Education (AICTE) or University Grants Commission (UGC) norms, or amendments thereof.
- iv. Performance is reviewed on a yearly basis for continuation of employment, confirmation, increment and other incentives.
- v. Faculty must also actively participate in national and international conferences and publish research articles in reputed national and international journals demonstrating their scholarship.
- vi. The selection committee will make the final decision with respect to promoting faculty and will take their quality of teaching, quality of research scholar-ship and their contribution to the goals of the College and Mahatma Education Society into consideration.

18.1. Principal, Director, Dean

The qualification for appointment of Principal shall be as prescribed in the Minimum Standards of Architectural Education 2020.

18.2. Librarian

- i. Candidates must have a Bachelor's degree or above in library science or related field with sound knowledge of recent library management techniques like library automation and digital libraries.
- ii. The Head Librarian should have a minimum experience of 5 years managing library-related activities.
- iii. Suitable candidates with less experience may be appointed as Assistant Librarian or Junior Librarian.

18.3. Counselor

- i. Candidates must have a Bachelor's degree or a higher qualification in Psychology, or any suitable certificate course or diploma course in a counseling field
- ii. Must have at least 5 years experience in counseling
- iii. Suitable candidates with less experience may be appointed.

18.4. Training and Placement Officer

This position demands qualifications equivalent to those of an Assistant Professor or above, in addition to significant industry experience or connections.

18.5. Adjunct Faculty, Visiting Faculty, Part-Time Faculty

- i. Candidates offer research or industry experience or expertise which is not represented within the full-time academic faculty.
- ii. Generally, visiting faculty will be paid on an hourly basis.

18.6. Other Academic Designations

- i. All designations listed below require the qualifications of an Assistant Professor or above:
- ii. Examinations In Charge
- iii. Student Council - faculty coordinator
- iv. Faculty Placement Coordinator
- v. Class Coordinator

19. Faculty Guidelines

- i. All employees report to the Principal.
- ii. Academic faculty are engaged in teaching or research work for the College.
- iii. Appointments are subject to any additional terms and conditions in the employee's appointment letter.
- iv. Faculty must adhere to the terms and conditions set forth as their duties and responsibilities. MES /the College reserves the right to amend these terms and conditions from time to time.
- v. Once selected, a faculty member will be required to submit copies of all certificates along with original documents for verification at the time of joining.

20. Non-Teaching Staff

20.1. Technical Staff is comprised of:

- i. Technical Assistants
- ii. Lab Assistants
- iii. Workshop Instructors
- iv. Network Administrators
- v. Librarians and Library Assistants
- vi. IT technicians

20.2 Administrative Staff is comprised of:

- i. Registrar
- ii. Accountant
- iii. Stores and Purchase Officer
- iv. Hostel Wardens (separate for girls and boys)
- v. Administration staff
- vi. Receptionist

20.3. Support Staff is comprised of:

- i. Lab Attendants
- ii. Peons
- iii. Electricians
- iv. Drivers
- v. Watchmen
- vi. Sweepers
- vii. Gardeners
- viii. Plumbers
- ix. Assistants to Hostel warden
- x. Cooks and Canteen Staff

21. Cadre Ratios and Authorized Positions (Recruitment, Hiring, and Appointments)

Cadre ratio for all positions is maintained as prescribed by the approving authority.

21.1. Policy

- i. All academic faculty and staff should be able to fulfill PHCOA's Vision, Mission and organisational goals.
- ii. PHCOA is committed to train and develop our teachers and provide all facilities to them to grow to their potential.
- iii. Manpower requirements are decided well in advance of each academic year or semester by the Principal in consultation with the management.
- iv. Rigorous procedure is put into operation so that PHCOA is able to locate the best talent.
- v. PHCOA's recruitment procedure is in line with the norms of the Council of Architecture and University of Mumbai.

21.2. Procedure for Selection

- i. Advertisements inviting applications are given in prominent newspapers and websites.
- ii. Applications received are screened by the Principal in terms of qualification and other requirements set out by the Council of Architecture.
- iii. Procedure prescribed by the Council of Architecture and University of Mumbai are followed in the appointment of faculty for various positions.
- iv. Potential candidates are invited for an interview before the selection committee. The selection committee panel for faculty appointments consists of the Principal or Director, Council of Architecture nominee and/or V C nominee, one or two Subject Experts and management representatives.

21.3. Appointment Process

- i. The candidate finally selected is briefed about the policies and rules of the institution.
- ii. The final appointment order will contain the final terms and conditions of employment.
- iii. All new faculty and staff members shall be on a probation basis for a minimum period of two years.
- iv. Employees on probation are not eligible for some of the benefits that are granted to regular employees.
- v. All faculty appointments are subject to approval by the selection committee of the COA and the University of Mumbai.

21.4. Urgent Vacancies: Resignations, New Branches, New Divisions

- i. Any unsolicited applications received shall be reviewed.
- ii. Potential candidates are interviewed by the Principal and Management prior to appointment.
- iii. Normal recruitment procedure is then followed.
- iv. The recruitment is subsequently regularised by the selection committee.

21.5. Documents to be Submitted after Recruitment

- i. A copy of all the marksheets.
- ii. A copy of the Degree and Master's Degree Certificate
- iii. Experience letters
- iv. A copy of PAN Card and Adhaar Card
- v. Copy of a valid COA registration certificate. (Not applicable in case of Allied Faculty)
- vi. An updated CV/ Bio data
- vii. Any other relevant documents as required by the management.

21.6. Succession Planning

- i. The Principal maintains a list of potential successors identified as candidates for specific critical, key or senior positions should such positions become vacant for any reason.
- ii. In this process, an Assistant Professor may be promoted to Associate Professor post and Associate Professor may be promoted to the post of Professor subject to fulfilling eligibility criteria prescribed from time to time.
- iii. For Absolute Succession the identified candidate fulfills all conditions required for appointment; hence, no special conditions apply.
- iv. For Conditional Succession the identified candidate fulfills minimum requirements, but specific conditions must be fulfilled during an agreed time period. Special conditions usually consist of the demand for higher qualifications or certifications.

21.7. Approval of Faculty by the Affiliating University

- i. The College will ensure that, to the best of its capacity, and within the rules of the affiliating university, appropriate approval of new faculty members will be sought.
- ii. If a faculty hire fails to gain the approval of the University, despite possessing the necessary qualifications, experience, and competence, he/she shall be treated at par with approved faculty in terms of pay, allowances and other benefits.

21.8. Faculty Induction

The Principal introduces any new faculty appointed to all staff members. All faculty members are provided with the following:

- i. Work Space
- ii. Personal Locker or Drawer
- iii. Identity Card to be worn on College premises
- iv. Library Card
- v. Google Account accessible through MES email

21.9. Appointment Types and Probation Periods

21.9.1. Temporary Appointments

A Temporary Appointment is made against a permanent post or a temporary post. Most employees serve the first twelve months or more of employment on a temporary or probationary basis. Any post will be on a trial basis on specified conditions for a stipulated period for determining fitness for the job.

21.9.2. Probationary Periods

Once a faculty member is approved by the University of Mumbai, the faculty may be put on probation for a minimum of two years during which period their performance will be evaluated by the principal.

21.9.3. Evaluation in Probation

Probation periods allow the principal to evaluate the ability, suitability, and potential for success of the employee. It allows time for the employee to decide whether or not the job is satisfying. Fifteen days prior to the completion of probation, the Principal will meet with the employee about performance or non-performance. Should the Principal concur, the employee shall continue in service or employment may be terminated.

21.9.4. Continuance of Probation

If the employee's service during the probationary period is deemed unsatisfactory in some area but it is determined that employment should continue, the recommendation that the employee remain in a probationary status should be forwarded by the Principal to the Management. The employee shall be duly informed about the continuation of probation.

21.9.5. Voluntary Resignations and Termination

Resignation may be accepted in lieu of termination. Termination of employment, or other disciplinary action during the probationary period, is not subject to progressive discipline and the grievance procedure.

21.9.6. End of Probation

Once an employee's job performance is deemed to be satisfactory, and a suitable permanent position is available, he or she may be given a letter of final confirmation of employment. Employment is subject to the Rules and Regulations of the Governing Body of Mahatma Education Society.

22. Salary and Benefits

22.1. Type and fixation of initial salary:

In general, the type and fixation of initial salary is subject to statutory requirements like those of the government pay scales (current is 6th pay rule), University of Mumbai norms, and Council of Architecture. Salary is fixed at the discretion of management.

22.2. Consolidated Salary

Usually employees on probation are paid "consolidated salary" at the time of joining until regularisation of salary on the basis of performance. Salary fixation is dependent upon post, qualifications, and experience, as well as service. Salary is fixed at the discretion of management.

22.3. Regular Salary

Salary and Increments are determined per pay commission, cadre-wise pay scale, eligibility, experience, and other considerations with the decision requiring University of Mumbai approval and management's recommendations.

22.4. Salary Increments

"Time scale of pay" means that a salary rises in steps subject to conditions prescribed in the statutes of 6th pay rules, by periodic increments, from a minimum to maximum. Annual increments, in general, will be paid in the month of January of every calendar year. Every employee's annual increment is subject to the recommendations of the Principal and meets the requirements of government pay scales, Council of Architecture, University of Mumbai and similar bodies. Recommendations based on performance appraisal of the employee are reviewed by the Principal and management.

22.5. Debt Repayment and Monetary Responsibility

The College is authorised to withhold paychecks or deduct from paychecks amounts owed by employees of the College for any fine, fee, penalty, or other financial obligation(s) to the college or under legal compliance and statutory obligations.

22.6. Payroll Schedules

Employees are paid for all the days of the month. Payment is directly deposited with a designated bank in the individual's account or given in cash for employees who are paid for visits or whose job is menial in nature.. All employees are advised to open a savings account and report the account details to the Accounts Department in writing within 7 days from the date of joining.

22.7. Higher remuneration

The college is authorised to pay higher remuneration on a case-by-case basis depending on the merit of the case. When offering an employee more than the minimum remuneration, the Management will review the salaries of similar positions in order to avoid creating any disparity among salaries of similar staff.

22.8. Special Pay

Faculty assigned special duties such as Examination in charge may be paid a special pay based on the nature of the extra duties.

22.9. Payroll Deductions

Income tax, professional tax and contributory provident funds are deducted wherever applicable. An employee may also authorise deductions for college-sponsored health benefits, insurance, and employee's emergency fund wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency, bank, financial institution, co-operative society, etc without explicit written permission from the Principal.

22.10. Income Tax

All staff must present their deduction scheme to the Administration by the end of May, and final proof for savings by the end of December of each calendar year, in order to finalise tax deductions for the year.

22.11. Contributory Provident Fund

This Scheme is available to employees from the starting date of their employment but is granted to those employees having university pay scale only after completing three years of service.

22.12.Allowance granted in lieu of salary

Allowances are fixed at the discretion of management based on the employee's contribution to the College. An allowance requires approval of management and is considered to be a part of salary.

22.13. Allotment of staff quarters

Limited facilities are available for the Principal and staff when required to be on campus overnight for security or other reasons.

22.14. Car and Driver

This facility may be made available to the Principal and selected employees according to their work profile.

22.15 Petrol allowance

This facility is available to the Principal and selected college employees according to their work profile, subject to the discretion of the management.

22.16 Mobile telephone facility

A mobile telephone allowance is given to employees who require mobile use as per their official duties.

22.17 Personal Allowance

This facility is available to the Principal and selected employees according to their work profile.

22.18 Travel Allowance

A travel allowance is given for official travel as required.

23 PHCOA Employee Code of Conduct

23.1 Equal Opportunity

It is a policy of MES and its colleges to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, colour, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any or activity of the college. Employees shall not discriminate against a student on political grounds or for reasons of race, religion, caste, language, or sex or for any reason of arbitrary or personal nature and shall not incite students/teachers against other students/teachers/colleagues/administrators or the governing body of the college and university.

23.2 Drug and Alcohol Free Workplace

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees or students of MES colleges is prohibited as per the college's policy. All employees as a condition of employment Abide by the college's policy on prohibited substances; and Inform the college if he/she is convicted for possessing / using drugs within five days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation at the discretion of the college. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.

23.3 Sexual Harassment

Sexual harassment of employees or students at the college is prohibited and offender is dismissed or other disciplinary action is taken. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment such as

- i. Physical contact and advances. or
- ii. Demand or request for sexual favors or
- iii. Sexually coloured remarks or
- iv. Showing pornography or
- v. Any other unwelcome physical, verbal, or nonverbal conduct of a sexual nature.

23.4 Soliciting and Canvassing

Canvassing, placing signs and posters for solicitation purposes, chain letters, collections of any kind and sales of tickets or merchandise are prohibited on the College premises. All employees are prohibited from indulging in any personal activity utilising the MES resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect. Employees have freedom of thought and expression. He or She shall not misuse the facilities or forum provided by the college or university.

23.5 Employment of Relatives

No individual shall be employed in a department or unit, which will precipitate a subordinate-superior relationship between individual and any of his/her relative who is employed in the college through any line of authority. "Line of authority" means authority extending vertically through one or more organisational levels of supervision of management. For the purpose of this policy relatives are defined as husbands, wives, parents and children, brothers, sisters, and any in-law of any of the foregoing.

23.6 Attendance

Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Principal. An employee, who knows he / she will be absent from work on a particular day, should report such anticipated absence to the Principal. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action including removal from service.

23.7 Conflicts of Interest

An employee of the college avoids actual or apparent conflicts of interest between his/ her college's obligations/ responsibilities and outside activities.

23.8 Code of Conduct

All employees follow rules and regulations, and standards of code of conduct, cooperation ethics and etiquette as expected by the college. Following are examples of actions which are unacceptable to the college and often result in disciplinary action or termination of employment.

- i. Theft
- ii. Conviction of a felony involving moral turpitude
- iii. Bringing discredit to the college
- iv. Falsifying, grafting, or forging of any record, report, or information
- v. Discourteous behaviour
- vi. Any other misconduct interfering with performance of job tasks.
- vii. Unauthorised absence from assigned work area
- viii. Sleeping on duty
- ix. Negligence
- x. Dereliction of duty
- xi. Interfering with the work performance of another employee
- xii. Favouritism
- xiii. Wasting materials
- xiv. Wilful damage to equipment or property of the College
- xv. Entering an unauthorised work area
- xvi. Continued failure to perform assigned duties
- xvii. Failure to report absence
- xviii. Habitual absence or tardiness
- xix. Job abandonment

23.9 Safety

Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits. It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Principal and the Human Resources Office immediately. A qualified doctor is available on call for emergencies. Basic medicines are provided to all employees and students free of charge.

23.10 Confidential Information

Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him depending on the severity of the matter.

23.11 Bribes

Employees of the college do not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favourable comment or consideration on any commercial commodity, process or undertaking.

23.12 Political Activities

As an individual, each employee of the college retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the college is allowed to be a candidate for a political party seeking votes while employed with the college, or take part in a political campaign while on duty.

23.13 Disruptive Behavior

While honouring the freedom of expression and the right to peaceful dissent of an individual, the college in the best interests of orderly operation and preservation of an environment favourable to productive study, has adopted a policy prohibiting disruptive behaviour on the part of any student, faculty or staff member. The college stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorised to be discharged or held on the campus of the college, is considered to have committed an act of gross in-discipline and is subject to disciplinary action that may include termination of services.

23.14 Outside Employment

Employment outside the college is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the college. The employee must discuss with the Principal before engaging in any outside employment to be sure there is no conflict of interest. Use of college property in such endeavours is prohibited. An employee must obtain written permission before taking up outside employment.

23.15 Media

Without prior sanction from the Management no employee can give a talk to the media or publish any statement in print or electronic publications or on social media either by name or anonymously about issues related to institutional matters.

23.16 Examinations

No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the college. Employees shall perform academic duties and work related to examinations, statutory reports, and campus events as assigned. No extra remuneration shall be payable to teachers for internal assessments, home examinations, campus events, or preparing reports for the College. A faculty member shall not be partial during assessment of a student or deliberately overmark, undermark, or victimise a student on any grounds. Employees shall not indulge in or resort to, directly or indirectly, any unfair means in teaching, examinations, or administrative work. Failure to conform to these norms shall be construed as misconduct and will trigger disciplinary action.

24. Teaching and Learning

24.1 Curriculum Development

The curriculum is all the planned activities that are organized by the College in order to promote student learning, personal growth and development, and academic progress. The curriculum, in its broadest sense, embraces all opportunities for learning. At PHCOA, we follow a well-defined design of curriculum and these are reflected by the Academic Term Calendar.

- i. Nearing the end of a semester, the Principal shall provide spreadsheets for faculty to enter their subjects of choice for the forthcoming semester, as per the syllabus proposed by the University of Mumbai. The time span allotted for this is approximately 2-3 weeks.
- ii. Principal shall then allot subjects and formalize the course schedule.
- iii. Faculty re-join duties at least a couple of days to one week before the commencement of each semester.

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- iv. The Principal convenes a College-level all-faculty meeting to monitor and review goals and achievements at both student and faculty levels, and leads discussion on the current semester's goals and plans and evaluates fulfillment of these by the planned curriculum.

24.2 Tasks in Curriculum Development executed by the Principal.

- i. Chalk out plans by faculty members viz., lesson plans, their schedules, usage of possible resources, ICT in education etc. and recording them in the AMS (Attendance Monitoring System), and SAMS (Student Attendance Monitoring System) for future use. (If the above are available and implemented).
- ii. Lecture notes/assignments.

24.3 Tasks in Curriculum Development executed by Principal.

- i. Review each course and check if the faculty and course are in compliance with outcome based education. For example, the objectives and outcomes of each course and the rubrics that will be used by the faculty members to gauge attainment are clearly spelled out in the beginning of the semester.
- ii. Hold subject-level meetings to discuss activities and plans in more detail.
- iii. Appoint Class-Coordinators and coordinators for other important activities.
- iv. Put forth specific requirements for laboratories and other concerns.
- v. Distribute minutes of meetings and List of Academic Responsibilities to all concerned.
- vi. At the conclusion of each semester, collect all data from faculty for each course with course outcomes, exam results, etc. and map out what percentage of the outcome is accomplished by each student; present results to the Principal and rest of the faculty at the outset of the subsequent semester.

24.4 Tasks in Curriculum Development executed by the Senior and Expert Faculty

- i. Visit other Colleges to participate in the orientation of newly inducted courses or revised syllabi, if any.
- ii. Plan and execute the Faculty Seminar Series at least once in a month where a faculty member speaks about a topic related to his/her subject area.
- iii. At the end of the semester, host student feedback sessions to take corrective measures with both student and faculty perspectives, to improve student learning experience and minimise difficulties. Invite parents and guardians of students to the College at least twice per semester for Parent-Teacher Meetings (PTM) to apprise them of their student's performance. In addition to opening a dialog to the betterment of student performance, this enables faculty to understand psychological and behavioural traits of their students.

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- iv. Make use of MOOCs (Massive Online Open Courseware), for NPTEL (National Portal on Technology Enhanced Learning) and similar learning sites. Students avail the additional benefit of learning from these top-rated courses (lectured by high quality instructors) to improve their understanding of various subjects. Faculty members act as mentors and guide the students in solving and understanding the queries related to their subjects.
 - v. Assess whether course outcomes have been achieved by reviewing the Course Exit Surveys students complete online for each subject after coursework is completed.

24.5 Project-Based Learning

- i. Project Based Learning (PBL) is a proven tool for effective teaching and learning, and PHCOA has been employing PBL for several years. One or more small projects applicable to a real world scenario is selected, and students are asked to design, develop, fabricate, and optimise the parameters that play an important role in it.
- ii. To assess the student's understanding in dynamic terms, PBL assessment is done in stages as per requirement of the project. PBL plays a key role in the student's understanding of the subject since it's based on the application of theoretical concepts to solve real-world problems. Students get to know, understand and apply managerial aspects such as decision making, leadership skills, team-building, skillful communication, and report writing, apart from the more technical aspects of each project. This helps prepare students for their final-year Design Dissertation.

24.6 Use of Information and Communications Technology (ICT) in Teaching

PHCOA faculty members have the facility to record lectures, in stipulated time slots of 10 minutes each, in a dedicated Light board Studio or E-studio. A light board is part chalkboard and part projection screen that floats course content in the space between the instructor and their audience. Once edited, these videos may be shared with students using YouTube or other multimedia sources.

24.7 Internal Assessment (IA)

- i. All faculty are required to assess the performance of students on a continuous basis, and maintain a record of their performance/ progressive marking of assignments to compute final internal marks in the ratio 60:40 (Progressive: Final). This ratio may be varied on discussion by the subject coordinator with the Principal at the end of the semester based on actual performance of the students and analysing various issues.
- ii. Faculty are required to submit the original copy of the final marks for internal assessment duly signed to the examination cell for preparing results. A copy of the same must be maintained by the faculty for their records.

24.8 Special Circumstances

- i. Should an instructor fail to complete the syllabus on account of unavoidable circumstances, he or she will schedule extra lectures and/or practical to complete the syllabus contents in a timely manner.
- ii. PHCOA faculty shall assist students who have failed one or more exams so as to clear the subjects and continue their studies.
- iii. Mentorship is provided to students appearing for GATE or other competitive exams.

24.9 Support for New Students and Differing Learning Styles

- i. Faculty members at PHCOA shall identify and support students with varying learning capabilities by observing the performance of students in different activities, and also from the results of various assessment processes during the semester.
- ii. The class coordinator or mentor shall have periodic interactions with mentees assigned to them and maintain records of their progress and any difficulties.
- iii. Faculty classifies students in different academic categories based on performance in their progressive assessment.
- iv. Faculty will conduct remedial classes for the students who are not good performers in their respective year of study, thus helping them to do well enough to perform at least to a level of passing the examinations.
- v. As far as possible, senior teachers are allotted to struggling students to ensure good performance.
- vi. Brighter students are identified and supported in such a way that they are able to score exceptionally well in the university examinations.
- vii. Students oriented toward research are encouraged to present their work at conferences and competitions.

25. Extracurricular Activities

Extracurricular activities are generally voluntary and are offered to all students. They fall outside the realm of the normal curriculum. One of the greatest advantages of participating in at least one of these activities is the decrease in anti-social behaviors and students growing to be more successful in communication and relationships. These activities at PHCOA are either self-organized by students, or facilitated on students' behalf by faculty members.

Activities that students of PHCOA are encouraged to participate in include

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- i. Academic clubs and organized campus events
 - ii. Competitions conducted by industries, government and other bodies
 - iii. Student-led startups and other entrepreneurship
 - iv. Community Service including blood donation, donation of clothing and household items
 - v. Feeding and entertaining orphans, slum-dwellers, homeless persons and other disadvantaged groups through Community Service Day and at other times
 - vi. Participation in sports at College, inter-College, district, state, national, or international levels
 - vii. Coordinating and participating in student events, such as the annual MES-HOC campus festival- Euphoria and inter collegiate events.

26. Duties and Responsibilities of Teaching Faculty

26.1 General Considerations

- i. Each faculty member should come to the college at least 15 minutes before the commencement of classes and should leave the college no earlier than 15 minutes after the end of the last class.
- ii. All faculty members are expected to follow the rules and regulations of the College as they prevail from time to time.
- iii. The workload of staff is fixed by principal/management as per UOM norms or as per requirement.
- iv. The workload of a teacher should not be less than 40 hours a week, or as decided by management from time to time.
- v. In exceptional cases when faculty members are entrusted with additional administrative or research responsibilities, adjustment in contact hours can be made to ensure the total work load remains in parity with that of other teachers.
- vi. The lesson plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 to 44 working hours per week, with regard to the roles, jobs and targets assigned to them by the College. They should strive to function and excel on individual and institutional levels.

26.2 Expectations and Standards

- i. Faculty members are expected to update their knowledge by attending seminars, workshops and conferences, after obtaining necessary permission from the Principal.
- ii. Faculty should attempt to publish textbooks, and research papers in reputed international and Indian journals.

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- iii. Faculty should attempt to present at conferences, symposia and other professional gatherings.
 - iv. Faculty members must strive to prepare to meet all challenges and requirements in the method of teaching so that contributions may be useful for the student community at large.
 - v. Every faculty member is expected to be a beneficial influence in building up the strengths of students and to participate actively in extracurricular activities, whether chosen due to personal interest or as may be assigned from time to time.
 - vi. Faculty members show no partiality to any segment of society or individual student. "Groupism" is to be absolutely avoided. Faculty members found indulging in such activities will be subject to disciplinary proceedings. This includes favoritism, nepotism, classism, casteism, abuse of influence, gossip, rumor-mongering, inflexibility, and refusal to communicate.
 - vii. Every faculty member must give a seminar for other faculty at least once in each semester.
 - viii. Every faculty member maintains student attendance records.
 - ix. Faculty members are expected to first talk to their Principal about any issues that arise, with respect to professional and personal activities.
 - x. The teaching load will be allotted by the Principal after taking into account the faculty member's interests and areas of expertise.
 - xi. In addition to teaching, faculty members take additional responsibilities as assigned by the Principal in academic, co-curricular or extra- curricular activities.
 - xii. Whenever a faculty member intends to take leave, they get the leave sanctioned in advance with proper alternate arrangements made for class.
 - xiii. In case of an emergency absence, the principal or the class coordinator must be informed with appropriate alternate arrangements.
 - xiv. The faculty advisor or class coordinator must update each student's performance record regularly and pass it on for inspection by the Principal as necessary.
 - xv. Once a subject is allotted, the faculty member prepares a lecture hour-wise lesson plan and gets it and a course file approved by their Principal.

A course file consists of:

- a. Academic Calendar
- b. Syllabus
- c. Time table
- d. Course academic plan
 - Lesson Plan

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- CO-PO Mapping
- e. Course file template
- Aim, Objective
 - Methodology
 - Field Visit (If any)
 - Sample of Students' work
- f. Attainment with all back-up files
- Course exit survey
 - Assignment-CO mapping
 - Question paper- CO Mapping (If Any)
 - List of POs
 - CO Attainment
- g. Question paper and Answer Key (If any)
- h. Attendance record
- i. Progressive marking
- xvi. Faculty members keep an academic diary, update it regularly, and present it for inspection by their Principal as necessary.
- xvii. Faculty members refer to more books than textbooks and prepare detailed lecture notes.
- xviii. Notes are not to be dictated to any class. Notes shall be uploaded to the PHCOA digital library.
- xix. Instructors go to the classroom at least five minutes before the class is scheduled to start, and enter without delay. The Faculty Member engages for the full duration of the class allocated and does not leave the class early.
- xx. Lecturers recapture in the first five minutes the lessons of the last lecture, tell what is to be learnt next for another two minutes, then lecture for the remaining allotted time. In the last three minutes conclude the lecture with learning for the session and a brief on the next lesson.
- xxi. Lecturers cultivate suitable techniques such as humour to avoid monotony.
- xxii. Faculty members should practice or rehearse their lectures well before delivery.
- xxiii. Lecturers are encouraged to use PowerPoint presentations, models and other teaching aids.
- xxiv. Faculty members should encourage students to ask questions and state doubts or opinions.

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- xxv. Lecturers take special care of academically backward students and pay attention to their needs.
 - xxvi. Members of the faculty interact with the class coordinator or counselor and inform them about habitual absenteeism, academically backward students, objectionable behavior and similar concerns.
 - xxvii. Faculty always aim for 100% pass results in their subjects.
 - xxviii. Members of the faculty regularly read the latest journals and magazines in their specialty and keep abreast of the latest advancements.
 - xxix. Lecturers make themselves available for doubt clearance.
 - xxx. Faculty members motivate students and encourage creativity and originality at every opportunity.

26.3 Tests and Examinations

- i. When setting a question paper, a faculty should also prepare the detailed answer and marking scheme, and submit both to their Principal for approval.
- ii. During invigilation, the faculty member should be continuously moving around, never sitting for a prolonged time, watching closely for any instance of malpractice.
- iii. When malpractice is observed, the faculty member proceeds to get a written statement from the student after their removal from the room, and informs the exam section, class coordinator and Principal.
- iv. Faculty are fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the College.

26.4 Student/Faculty Rapport

- i. Teachers dress, conduct and behave themselves to ensure that respectful decorum is maintained between the students and teachers.
- ii. Teachers should have good control of students both within and outside class.
- iii. The faculty takes attendance during each class.
- iv. If a student enters late, they may be permitted to attend the class, while marked absent.
- v. If tardiness is repeated or habitual, the teacher should try to correct the students through personal counseling, and if this does not bring any change, the student must be directed to meet the class coordinator or Principal.
- vi. Teachers should be strict but never use harsh words or hurt the feelings of students.

26.5 Division of Labour

- vii. To absorb the growth of the institution and keep up the efficiency level PHCOA follows a decentralised model. Academic work is distributed to various coordinators, stream wise, who coordinate and control academic activity with guidance of the Principal.
- viii. Non-academic activities are delegated to teachers at the beginning of each academic year.
- ix. The performance of a subject teacher is reviewed at the end of each semester based on feedback, formal and informal, collected from students.
- x. The performance of each teacher in-relation to nonacademic activity is reviewed at the end of each semester based on the report they submit to the Principal.
- xi. Teaching work is allocated by the Principal after taking into account the capacity and interest of each teacher.

26.6 Maintaining and Sustaining High Quality Instruction

- xii. Sustenance of quality of teaching is taken care of by appointing qualified, dedicated teachers acceptable to the students well in advance.
- xiii. The academic term involves proper planning of all activities through setting of the academic calendar, teaching plans for each subject, portion completion schedules, etc. These are prepared and circulated at the beginning of each semester.
- xiv. Principal shall coordinate and control schedules with regular meetings and through informal feedback from students.
- xv. Faculty from professional areas and higher learning centers are invited regularly for guest lectures.
- xvi. Teachers are encouraged to participate in seminars, present papers in seminars, attend workshops, and seek quality improvement in the curriculum in novel and effective ways.
- xvii. A portion completion certificate is through formal and informal feedback.

27. Academic Staff Job Descriptions

27.1 Class Coordinators

- i. Coordinators conduct at least one parent-teacher meeting each semester to collect feedback from the parents or guardians and students, correcting the course of action if necessary.
- ii. Coordinators communicate the general policy of the College to teachers and students and conduct regular interactions with teachers.

27.2 Training and Placement Officers

- i. Develop and execute an annual placement strategy for the College, to include events and activities, starting from the first day of the academic calendar.
- ii. Develop and publish a set of written rules and policies for placement to be followed by students. This includes policies or rules for eligibility for placements, interviews, final placement, early joining, summer internships, and related concerns.
- iii. Counsel students who wish to pursue various careers and explain their professional options.
- iv. Plan activities and training for students who have dropped a class.
- v. Keep an update with industry requirements, conduct industry surveys, and network with companies and Human Resources groups.
- vi. Update faculty on latest trends in the industry and recommend trainings for faculty and students.
- vii. Maintain a database of corporate and other potential employers.
- viii. Assist coordinators in organizing workshops and group discussions to address résumé writing, interviewing skills, professional dress and grooming, and soft skill development
- ix. Maintain a file of student résumés.
- x. Arrange for interview facilities on campus, and help schedule or facilitate interviews.
- xi. Request appointment letters at the conclusion of successful interviews, collect them promptly, and keep copies on file.
- xii. Assist students in writing acceptance letters and dispatching them promptly to employers.
- xiii. Prepare an annual summary of all training and placement activities including but not limited to:
 - a. Placement statistics and summary
 - b. Trainings conducted and estimate of their effectiveness or lack thereof
 - c. Strengths and weaknesses of the College in terms of placement
 - d. Placement strategy for the coming year
- xiv. Collect information for all students who are eligible for placement at the beginning of each academic year.

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- xv. Coordinate with other MES Colleges in case joint placement and/or training drives may be organized
 - xvi. Execute any other responsibilities as assigned by the Principal from time to time.
 - xvii. Coordinate pool and off-campus placement activities:
 - a. Circulate details of pool and off-campus opportunities with students and faculty coordinators
 - b. At the end of the drive collect all offer letters and send to students and faculty.
 - xviii. Establish a placement committee of faculty coordinators, students and staff to coordinate all activities of placement.
 - xix. Meet with the Principal, and all Class Coordinators as required.
 - xx. Attend other meetings as requested by the principal from time to time.
 - xxi. Conduct all correspondence regarding placement or other College activities via official MES email accounts only.
 - xxii. Collect data about students and employers which will be stored on MES servers using software provided; will be securely backed up often; and will be produced on demand of the Principal. This includes:
 - a. Details of companies visited by the Placement Department (including date and time)
 - b. Details of companies visiting the College
 - c. Details of company contacts
 - xxiii. Conduct Training
 - a. Placement Officers find and develop expertise within the faculties of MES Colleges and conduct training for students as often as possible
 - b. In the event external trainers or agencies are required a Placement Officer should seek prior approval from the Principal before engaging them.
 - c. All receipts, payments and remuneration for training will be carried out through MES accounts department only.
 - d. Any external agencies engaged for training must be registered under GST and must provide GST certificate along with registration certificate to the accounts team. MES will withhold any taxes deemed statutory before making payments to external agencies.

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- e. Any external or internal training that requires the use of College facilities (classrooms, labs, administrative support etc) will be charged an administrative fee that can range up to 50% The principal decides the fee based on the extent of facilities used and the need for the particular training.

27.3 Placement Coordinators

- i. Coordinates all the training and placement activities
- ii. Counsels students regarding various career options
- iii. Organizes pre-placement activities and workshops including but not limited to:
 - a. CV writing
 - b. Group discussions regarding career paths
 - c. Conduct Mock personal interviews / Interviewing workshops
 - d. Stay current on latest trends in the field, and introduce add on training programs to build technical skills
 - e. Facilitate internships for students.
 - f. Coordinate with the Placement Officer to ensure copies of internship certificates are obtained and properly maintained in a file.
 - g. Conduct workshops and technical training for students who drop a class.
 - h. Organize guest lectures and information sessions from representatives of different industries.
 - i. Participate in Human Resources-related workshops and seminars.
 - j. Collect CVs and biographical data from all students admitted to sem VIII and Sem X. Verify their credentials with respect to their marks sheets and once the results of a semester have been obtained, update the data and the list of eligible students for that semester. Identify two student representatives for the department who will actively participate in placement work. Inform these students about the date and time of interviews and on campus placement activities.
 - k. Collect the list of appointed students from the Placement Officers and inform these students individually.
 - l. Distribute appointment letters to the students. obtain their acceptance letters, and give them to the Placement Officers.

27.4 Faculty Placement Assistance

The Placement Officer is generally responsible for all placement activities of the College. However, in certain circumstances faculty or Faculty Coordinators may want to use their own contacts to bring in companies for potential placements. Guidelines for such activities:

- i. All companies must be vetted and approved by the Principal and the Placement Office.
- ii. Companies may not come before the Day 1 slot determined by the Principal and the Placement Office.
- iii. Faculty Coordinators may utilize resources of the Placement Office (administrative staff, classrooms, interview spaces) for placement events.
- iv. Only students eligible for placements will be allowed to participate.
- v. All details of such activities including details of students who participated along with number of students placed, with the offer letters, will be submitted to the Placement Office, to be merged with existing statistics.
- vi. Rules above regarding carrying out placement activities, such as correspondence, data management, financial arrangements, external entities, etc. apply to Faculty Coordinators.

27.5 Internal Quality Assurance Cell Coordinators

- i. The role of the coordinator of the IQAC is crucial in ensuring the cell's effective functioning. The coordinator of the IQAC may be a person with expertise in quality assurance, or may be a full-time faculty member, a senior academic, or an administrator. Duties include:
 - ii. Coordinate dissemination of information on various quality parameters of higher education
 - iii. Coordinate documentation of various programmes / activities leading to quality improvement
 - iv. Coordinate quality-related activities of the institution
 - v. Prepare the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on quality parameters.
 - vi. Coordinate the timely and efficient execution of the decisions of IQAC committee.

28. Non-Academic Staff Job Descriptions

28.1 Registrar

The registrar maintains and manages records of enrollment, academic activities, financial transactions, and class schedules. Administrative staff report directly to the

registrar. The registrar reports directly to the Principal and works in close coordination with the Principal. The registrar must be able to work with a variety of people, demonstrate exceptional communication skills, and be capable of collaborating with all departments. be highly organized, be able to quickly adapt to change, be detail-oriented.

Duties

- i. Facilitate the movement of students through their s
- ii. Ensure that records are properly maintained, updated, and secure
- iii. Ensure that class scheduling is completed on time
- iv. Ensure that scholarship and grant information is properly disseminated

29. Administrative Staff

29.1 General Expectations

- i. Demonstrate courtesy and respect in all dealings with students, academics and support staff
- ii. Be fully conversant with all aspects of the policies of the college and procedures
- iii. Demonstrate professionalism and integrity at all times
- iv. Work diligently to ensure that the College provides faculty and staff with the tools needed to do their jobs, acting promptly and effectively to remedy short-term deficiencies such as equipment failures or classroom deficits
- v. Ensure that no activity is taking place counter to stated priorities, such as the College’s Mission, Vision, and Goals, and articulate activities of the College that further those priorities.
- vi. Seek training if not equipped carry out assigned duties
- vii. Engage in conflict resolution by respecting the dignity of all parties, and ensuring that the terms of all resolutions of specific complaints are appropriately documented.
- viii. Refuse to invite, solicit, or allow gossip, innuendo, or direct disparagement of any member of the College community
- ix. Ensure that the required statistical data provided for external funding agencies is accurate
- x. Refrain from using professional authority to forward personal or political agendas.

29.2 Accounts Department

The Accounts Department is headed by an Accountant who reports to the Principal. All staff of the Accounts Department without exception report to the Accountant.

The responsibilities of the Accounts Department are as follows:

- i. Organization and performance of the College's finance office
- ii. Setting up accounting systems and processes
- iii. Maintaining financial control over the College
- iv. Compiling financial statements (such as balance sheet, income-expenditure, and profit-loss)
- v. Prepare and issue all documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems
- vi. Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system
- vii. Compile budget data and documents based on estimated revenues and expenses and previous budget.
- viii. Prepare financial statements and reports
- ix. Calculate costs of materials, overhead and other expenses based on estimates, quotations, and price lists.
- x. Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying
- xi. Evolve a procedure for payments or release of funds so that duplication of payment is avoided.
- xii. Make sure all financial data is stored securely on MES servers, password-protected, and backed up often.
- xiii. Set up checks and balances according to Best Practices of the Accounting profession so that there is no opportunity or possibility of embezzlement or other malfeasance.

29.3 Fire and Safety Technicians

Fire and Safety Technicians are required to conduct periodic testing and maintenance, both routine and preventative, of fire protection systems and equipment at all College facilities. They ensure fire safety of personnel, buildings and equipment by applying the standards of the fire safety industry, including the posting of exit signs, fire exit maps, and similar precautions. They conduct periodic fire and emergency drills according to industry standards in coordination with the Principal. These technicians should have firefighting training and experience, and certification in first aid and emergency procedures such as safe evacuation of buildings. They must know how to summon appropriate municipal resources such as

emergency response units and ensure that this information is posted on campus as appropriate.

29.4 Laboratory Assistants

Laboratory assistants work under the direction of a Faculty Laboratory In-Charge and report to their respective Heads of Departments. Tasks commonly performed by Laboratory Assistants include:

- i. Keep assigned laboratory spaces clean
- ii. Keep laboratory equipment in working condition
- iii. Assist students and teachers in conducting practical projects and experiments
- iv. Maintain a dead stock register and a register of consumable materials
- v. Verify the physical stock of laboratory materials
- vi. Assist the In-Charge in purchase and procurement of laboratory materials
- vii. Supervise the work of laboratory attendants
- viii. Assist the In-Charge in routine administrative matters
- ix. Ensure laboratory facilities are not misused
- x. Report breakages/losses
- xi. Report any kind of misbehaviour
- xii. Attend to other duties with approval of the Head of the Department
- xiii. Adhere to correct procedures, policies and health/safety guidelines
- xiv. Keep abreast of industry developments and best practices
- xv. Document all activities, record results and manage related data

29.5 Lift Operators

This position requires the incumbent to be an expert at the operating and maintenance of lifts. A lift operator need not have specific educational qualifications or academic background.

Responsibilities include:

- i. Ability operate the lift properly and safely
- ii. Professional behavior with all lift passengers
- iii. Uphold standards of the lift authorization
- iv. Load and unload goods in and out of the lift while preventing damage to lift
- v. Manage lift operation in emergency situations
- vi. Perform routine cleaning, maintenance and repairs of the lift.

29.6 Peons and Sweepers

Responsibilities of these positions include:

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- i. Open assigned classrooms, office rooms, windows, etc. each morning
 - ii. Switch on fans and lights of any space scheduled for use
 - iii. Switch off fans and lights when not required
 - iv. Secure assigned classrooms, office rooms, windows etc. each evening or when term of use is completed
 - v. Dust office furniture, machines, files, table equipment; replace covers of machines not in use
 - vi. Open, paste, sort and arrange papers and circulars in accordance per instructions of supervisor
 - vii. Affix stamps, stick and seal envelopes or wrappers, pack up parcels per instructions of supervisor
 - viii. Carry and deliver messages, papers, registers, files, circulars, bags, and other items from one place to another as per instructions.
 - ix. Serve drinking water to staff and visitors as required
 - x. Dispatch letters and other items as per instructions.
 - xi. Sweep floors, and keep clean rooms, furniture and electrical fittings.

30 Leaves and Vacations

30.1 Policy for All Leaves

- i. Each College determines the number of days that can be availed by faculty based on the rules of the University and this determination is noted at the time of hiring. The administration staff maintains a record of leaves granted and used by each employee.
- ii. Leave is given to meet an urgent need and should not be claimed as a right. In general leave can be taken for personal reasons, including to recharge, vacation, for personal or family illness, family emergencies, special family events, or other reasons.
- iii. The smooth functioning of PHCOA requires the continuous engagement of faculty and staff with students. Therefore leaves during teaching periods or examinations are highly discouraged.
- iv. Leaves shall be calculated based on a calendar year, viz January to December.

30.2 Applying for Leave

- i. For any leave requested, an application must be filled out, preferably well in advance.
- ii. In all cases, leave must be approved by the proper sanctioning authority.

30.3 Long Leave

Leave of three or more days continuously during the academic term is extremely disruptive to scheduling and to the academic continuity of students. It is therefore highly undesirable to take time off during the academic term when classes are in session. In cases of extreme necessity, emergencies or unforeseen circumstances, the Principal can authorize such absences. Applications for this type of absence must be routed to the Principal at the earliest possible moment.

30.4 Unexcused Leave

Unexcused leave of three or more days will constitute a break in continuous service and unexcused leave of seven days or more constitutes abandonment of job. Should any faculty or staff wish to resume duty after an unexcused absence, management reserves the right to refuse permission to return.

Management may impose additional terms and conditions on such employees if return is permitted.

Leave Approvals are subject to the following considerations:

- i. Prior leave record
- ii. Completion of syllabus
- iii. Availability of appropriate substitute staffing

30.5 Approval of Leave

The Principal may sanction the leave application form of an employee. Application for any leaves except Medical Leave shall be submitted at least seven working days in advance, or these will be treated as Leave without Pay.

30.6 Sanctioning Authorities

- i. The sanctioning authority for all types of leave for the Faculty, Technical Staff, and Administrative Staff, and for the Registrar, shall be the Principal
- ii. The Principal shall have personal leave sanctioned by the Chief Executive Officer.

30.7 Casual Leave

- i. Casual Leave is taken in one-day and half-day increments
- ii. The amount of Casual Leave that can be availed by faculty or staff is 8 days per academic year, and should be evenly distributed across both semesters.
- iii. Not more than three Casual Leaves may be availed continuously.
- iv. Holidays or weekend days that are sandwiched in the duration of Casual Leave are counted as Casual Leave days

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- v. Casual Leave must not be prefixed or suffixed to vacation days or any other type of Leave, except On Duty Leave
 - vi. In an emergency, sanction of Casual Leave may be requested by applying to the sanctioning authority by phone, directly to the principal.
 - vii. Applications for Casual Leave are submitted to the Principal for approval.
 - viii. Applications for Casual Leave should be submitted to the sanctioning authority at least seven days before the date of commencing the Leave.
 - ix. Casual Leave cannot be equated with Medical or vice versa.
 - x. One day Casual Leave will be deducted for every three days of reporting late for duty.
 - xi. In the event of transfer of an employee to another MES institution, any unused Casual Leave days are carried over.

30.8 On-Duty Leave

On-Duty Leave is granted to an employee when the Principal, or any other competent authority assigns a duty that has to be carried out for the college, University or State outside of regular working hours.

30.9 Compensatory Leave

- i. Administrative and supporting staff who work on holidays will be entitled to Compensatory Leave for an equivalent amount of time for the time worked.
- ii. Compensatory Leave cannot be attached to Casual Leave.
- iii. Compensatory Leave should not be availed when academic sessions are in progress.

30.10 Earned Leave

- i. If any faculty or staff is unable to avail a vacation, Leave, or holiday period that he or she is otherwise eligible for, due to being detained for completing a specific task assigned by his or her superior, adequate compensation shall be given in the form of Earned Leave
- ii. The duration of Earned Leave is one-third the number of days of the term of the detainment
- iii. Employees should avail such Earned Leave during a non-active period of the semester
- iv. Earned Leave cannot be carried over into the next calendar year.

30.11 Special Leave

An employee can go on Special Leave with prior approval, during which no salary or allowances will be applicable, when no other type of leave is available.

30.12. Medical Leave

- i. All employees are entitled to ten days of full-pay Medical Leave, or any part thereof, in each calendar year, depending on the date of joining.
- ii. An oral (in exceptional cases) or written request will be required for availing Medical Leave for an illness or injury.
- iii. Requests for extension of Medical Leave will be considered by the sanctioning authority.
- iv. An employee returning from Medical Leave will be required to submit a fitness certificate from a doctor describing the nature and duration of the illness or injury.
- v. A medical certificate describing the nature of illness or injury must be submitted for medical leave taken for a continuous period of three days or more.
- vi. Medical Leave cannot be carried over into the next calendar year.

30.13 Maternity Leave

- i. Maternity leave may be granted to a female teacher only twice in her career.
- ii. Women with a minimum of two years of continuous service are entitled to maternity leave on full pay and allowances upon the submission of a medical certificate
- iii. In all other cases the Principal fixes a period of leave to be granted as Maternity Leave without pay.

30.14 Leave Without Pay

- i. If proper documents duly signed are not submitted in stipulated time to the administration office leave may be treated as Leave Without Pay.
- ii. A leave of absence without pay is granted only if requirements of the college permit and/or when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave; or for any exceptional personal reason.
- iii. Any regular employee is granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits
- iv. A leave of absence may be granted only if the employee has a bonafide intention to return to the college following the leave. Only in exceptional situations should a leave of absence be granted to an employee having less than one year's service.
- v. Upon the expiry of a leave of absence, an employee is eligible for reinstatement to the former position or to one of similar requirements and compensation, in the same department or division from which the leave was granted.

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- vi. Should such a position not be available upon the return to work, the Principal may request an extension until such time as a position for which the employee is qualified becomes available.

30.15 Leave for Employees on Probation

- i. Faculty and staff on probation are not eligible for the entire vacation period.
- ii. Each college may determine how many vacation day's faculty and staff on probation can avail.

31 Holidays

31.1 Recognized Holidays

- i. Diwali
- ii. Christmas
- iii. Janmashtami
- iv. Ganesh Chaturthi
- v. Id-ul-Fitr
- vi. Onam
- vii. Gandhi Jayanti
- viii. Dussehra
- ix. Bakri- Id
- x. Mahashivratri
- xi. Shivaji Jayanthi
- xii. Ambedkar Jayanthi
- xiii. Holi
- xiv. Gudi Padwa
- xv. Ramnavmi
- xvi. Good Friday

31.2 Holiday Policies

- i. If PHCOA serves a disproportionate segment of students from a specific community or religion, the Principal has the discretion to give a maximum of three additional days to observe a holiday important to that group.
- ii. Faculty will be given time off to observe Ganesh Chaturthi, Diwali, Christmas, and the summer vacation. These holidays must overlap with student holidays.

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- iii. Regular faculty may avail 60 days of holidays and vacation days during the academic year.
 - iv. Diwali, Christmas and summer vacation breaks will be shortened and days not transferred if satisfactory progress has not been made in the completion of syllabus, internal assessments, submission of lesson plans, and other important responsibilities.
 - v. In the case of Ganesh Chaturthi, Diwali and Christmas, should time off be extended beyond the sanctioned number of days, such time will be deducted from Earned Leave.
 - vi. Staff may avail the following holidays provided the college is not in session on these days.

These days are considered to be inclusive of Saturdays and Sundays:

- a. Ganesh Chaturthi 3 days
- b. Diwali -5 days
- c. Christmas- 2 days
- d. Earned leave -30 days

31.3 Procedure for Applying for Leave

- i. A staff member must apply to the sanctioning authority at least seven working days prior to commencement of the requested leave, except medical leave detailing the type of leave and reasons for it.
- ii. Staff must update their leave card to reflect accurately all leave taken.
- iii. Sanctioning authorities approve or reject a leave application based on guidelines framed in this policy
- iv. An appropriate substitute for courses of the faculty on leave if and when required shall be arranged.
- v. Faculty will make up for missed classes on their return

32 Management and Appraisal of Faculty

32.1 Faculty Forfeiture of Pay

Faculty is liable to forfeit their salary increment if

- i. Faculty do not make themselves available for college.
- ii. Faculty is habitually late
- iii. Faculty take unsanctioned leave or take leave very often in the opinion of the Principal.
- iv. Faculty's work is sloppy or is not finished on time.

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- v. Faculty are insubordinate or defiant.
 - vi. Faculty do not show any improvement in content development.
 - vii. In all matters, the decision of the Principal will be final.

32.2 Faculty Evaluation and Upgrading

The following process is to be followed:

- i. All faculty and staff members are evaluated every year on their performance.
- ii. Once eligible for a change in grade or other salary hike or benefits, all aspects of an employee's service are considered.
- iii. A performance measurement system supports the objective assessment of the core functions of any faculty member as a teacher, mentor, and researcher.
- iv. Participation in monitoring, and guiding co-curricular and extracurricular activities, extension and professional development activities, etc., are given due credit.
- v. An evaluation form has been created to aid in assessment and ensure meticulous documentation.
- vi. Each faculty member does a self-assessment followed by evaluation by their superior.

32.3 Performance Evaluation

Faculty performance is evaluated based on five categories. Faculty members are expected to have contributions in all five, and to excel in at least three. These categories are:

- i. Teaching, learning and evaluation**
 - a. Classroom teaching and innovation
 - b. Student and Parent Feedback
 - c. Continuous evaluation and improvement
 - d. Punctuality, regularity and professional behavior
 - e. University/College examination results
 - f. Examination work
 - g. Establishment/Improvement of teaching labs
- ii. Administrative activities**
 - a. Contribution towards accreditation, affiliation and approvals
 - b. Student Counseling
 - c. Supporting Principal in administrative tasks
 - d. Participation in College and University committees
- iii. Co-Curricular, extension, professional development activities**

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- a. Support for student groups and student activities.
 - b. Support for campus festivals and events
 - c. Organization of add-on courses
 - d. Constant upgrading of academic credentials and certifications

iv. Research and other academic contributions

- a. Publications in reputed journals and conference presentations.
- b. Establishment of research centers, or facilities.
- c. Patent applications and patents approved.
- d. Grant applications and for grants received from external funding agencies.
- e. Organizing colloquia, seminars, workshops and conferences.

v. Industry connections and placement assistance

- a. Establishing partnerships with industries and keeping up with industry trends.
- b. Service on the boards or managing committees of various industries.
- c. Conducting consultancy projects for industries.
- d. Introduction of industry-specific courses and training for students, faculty and external industry participants.
- e. Helping students get internships and jobs in local industries and companies.
- f. Mentoring students to build skills relevant for industry or higher education
- g. Assistance to Placement Department

33 Non-Teaching Staff Performance Appraisal

Non-teaching staff provide administrative support for achieving academic goals at PHCOA. Staff assist in the teaching-learning process in the classroom and laboratories, and support co-curricular, extension and professional development-related activities, by performing maintenance and repairs, and ensuring the cleanliness of classrooms, laboratories and administration areas. Non-teaching staff performance is assessed in every academic year based on fourteen parameters. Assessment uses a questionnaire and a five point scale. The annual assessment is used to guide decisions on promotions and increments.

a. Evaluation Categories

- i. Attitude towards co-workers.
- ii. Attitude towards the public.
- iii. Perception and sensitivity.
- iv. Staff and student relationships.
- v. Dependability, tardiness and attendance.

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- vi. Job performance.
 - vii. Initiative.
 - viii. Response to supervision.
 - ix. Judgment/decision making.
 - x. Potential
 - xi. Innovation and creativity
 - xii. Job knowledge
 - xiii. Related accomplishments

34 Faculty Development

34.1 Policy for Upgrading Academic Degrees

It is the policy of the college to permit faculty to pursue higher qualifications on a part-time basis. However, the following conditions must be met.

- i. After approval, faculty members may seek admission into a reputable, accredited College or university in Mumbai.
- ii. Once admitted into such a , a faculty member can dedicate one day a week to the pursuit of the higher degree. The teaching load must be adjusted to fit within the remaining days of the week.
- iii. The faculty member must spend the allotted day conducting research in their research center.
- iv. The faculty must make themselves available for routine administrative tasks such as examinations, inspections, and so forth.
- v. No more than three faculty can avail of such weekly one day leave at a time so the smooth functioning of the college is not disrupted.

34.2 Procedure for Pursuing Advanced Academic Degrees

- i. An interested faculty member must make an application to the Principal.
- ii. The Principal will review the application and check whether the policy guidelines are met.
- iii. The Principal will make the final decision in consultation with the management and communicate that to the concerned faculty member.

34.3 Policy for Attending Training and Certification Courses

- i. Faculty are free to take any training or certification courses of their choice during their free time, online or after College hours.

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- ii. In case the faculty member wishes to take leave to attend or complete the training or certification the following conditions must be met.
 - iii. The training or certification should be relevant to the department or subjects being taught.
 - iv. No more than five work days can be lost in one semester.
 - v. Lost days should not adversely affect teaching load or syllabus completion
 - vi. The training or certification is conducted by a reputable organization or industry/ association
 - vii. The faculty may apply for full or partial funding up to Rs. 10000/- from the college budget for the training or certification provided the college has not exhausted its budget for the academic year as per the procedure set out :
 - a. Faculty member makes an application to the Principal.
 - b. The Principal reviews the application and ensures policy guidelines are met.
 - c. The Principal makes the final decision in consultation with the management and communicates that to the concerned faculty member.

34.4 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 college, or pursue a new exploratory project. The faculty may propose purchase of new equipment or software or support from the MES management for such projects.

Following are the guidelines to be observed:

- i. 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.
- ii. 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.
- iii. This scheme cannot be used to purchase equipment needed due to a change in syllabus or similar reason. Faculty may use regular department funds for such purchases.
- iv. 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 the same to the principal from time to time.

34.5 Procedure for Initiating Faculty Research Schemes

- i. A faculty member must submit a written proposal to the Principal.
- ii. The Principal shall review the application and check whether policy guidelines are met.
- iii. If so, the Principal will forward the application to the MES Management for consideration and approval. The Principal will communicate the decision to the concerned faculty member.

34.6 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:

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

34.7 Procedure for Sponsorship Requests

- i. The faculty member submits an application to the Principal.
- ii. The Principal reviews the application and checks whether policy guidelines are met.
- iii. The Principal will make the final decision and communicate that to the concerned faculty member.

34.8 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.

- i. 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.
- ii. Written approval by the Principal may 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.
- iii. 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.
- iv. 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.
- v. 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.
- vi. PHCOA will produce a GST invoice for any consultancy project.

34.9 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.

35 Industry Memoranda of Understanding

35.5 Industry Memoranda of Understanding (MOU) Policy

Faculty, are encouraged to pursue formal relationships with industries or companies in the form of MOUs. Such MOUs can have the following goals:

- i. Provide industrial or skill development training for students and faculty
- ii. Use of laboratories, libraries, classrooms and equipment of the College

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- iii. Use of equipment and facilities of the industry
 - iv. Collaborate on research and consultancy projects
 - v. Sponsorship of campus activities such as conferences, seminars, and so forth
 - vi. Provide internships and employment

35.6 Industry Memoranda of Understanding (MOU) Procedures

- i. Faculty can initiate discussions on developing the relationships that generate MOUs.
- ii. Faculty notify the Principal about the specifics of the client and the nature of the proposed MOU.
- iii. An internal committee composed of the Principal, and a member of the MES management will consider the proposed MOU and the draft terms and conditions.
- iv. On approval the MOU will be signed and executed. The person who proposed the MOU will be responsible for its follow up and smooth implementation.

36 College-Sponsored Colloquia, Conferences, and Seminars

36.1 Policy for College-Sponsored Colloquia, Conferences, and Seminars

Faculty members who want to organize formal gatherings on special topics which are relevant to the field of architecture may invite to the campus experts from various fields for these events. The guidelines for this scheme are as follows

- i. The proposed event must highlight a clearly-focused area of interest.
- ii. Ideally a committee of a few faculty member volunteers is formed to organize the event.
- iii. Funding will be derived from the college budget and will depend upon the level of support required. The funds can be used to pay event expenses including a travel or other allowance for invited speakers, honoraria, food or refreshments, banners and printing.
- iv. The event can be organized in collaboration with a professional society, organization or industry.

36.2 Procedure for Organizing a Colloquium, Conference, or Seminar

- i. A single faculty member or a group of faculty members can propose the event and determine the date, time and quantum of funds required.
- ii. An application describing the proposed event is sent to the Principal.
- iii. The Principal will review the proposal along with the academic review committee and a member of the MES management and issue a formal approval if appropriate.
- iv. Once an event receives approval the faculty may proceed to plan and execute the event.

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- v. Once an event has been completed a detailed event report should be promptly submitted to the Principal.

37 Faculty-Initiated Workshops

37.1 Policies for Conducting Workshops for Students

- i. Faculty members with specialized skills or knowledge may conduct independent workshops with students to improve knowledge and employability.
- ii. The faculty member may charge a nominal fee per participant to cover related expenses and 50 % of the fee may be retained by the organizer as honorarium for conducting the workshop
- iii. Workshop guidelines:
 - a. Imparts specialized training that would not normally be part of coursework
 - b. Is conducted outside of regular College hours
 - c. Utilizes campus classrooms and/or labs

37.2 Procedure for Conducting Student Workshops

- i. Make a proposal to the Principal
- ii. Principal shall review the proposal and check whether the policy guidelines are met.
- iii. Principal communicates approval or non-approval to the concerned faculty member and Registrar.

38 Intellectual Property

38.1 Patents and Intellectual Property Policy

- i. PHCOA is a college that nurtures new ideas and innovations in technology and science. Leaders strive to create an atmosphere where new ideas, research and scholarship flourish and future leaders and innovators emerge. PHCOA promotes innovation and facilitates protection of Intellectual Property (IP) generated at the college.
- ii. This policy is applicable to all PHCOA personnel, to include faculty members, all registered students, and staff and other employees.
- iii. PHCOA personnel are entitled to decide whether the results of any research undertaken by them in the course of their engagement with the college shall be disseminated through publications or patenting. If an inventor decides to patent an invention, College Intellectual Property (IP) Policy must be observed.
- iv. Inventors shall conduct IP searches, study the prior art, and provide the necessary inputs to assist in the drafting of an IP application.

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- v. When PHCOA personnel generate novel and patentable products in the course of their engagement with PHCOA, they are required to disclose intellectual property to the Principal using an Intellectual Property Disclosure Form giving a detailed description of the concept or object to be patented. Disclosure is a critical part of the IP protection process and it formally documents claims of inventor, the date of the invention and other details.
 - vi. If IP is connected with a student project, the applicant must be the concerned teacher or mentor.
 - vii. The inventor(s) shall assign the rights of the disclosed invention to PHCOA. MES owns 100% of the rights to the invention and MES will pay 100% of the charges associated with filing the patent, provided the invention is useful, novel and non-obvious.
 - viii. Intellectual property of any kind created by PHCOA personnel as a part of any of the academics of PHCOA, or using PHCOA funds or facilities, are owned by PHCOA.
 - ix. When funds for creating intellectual property are provided partially or fully by a third-party, ownership of the intellectual property will be governed by specific provisions in the contract between the third-party and PHCOA.
 - x. If the patent is approved and subsequently licensed, MES will initially recover all of its expenses from the licensing fees and invention-generated income stream, plus another 50% for administrative charges, then split additional income equally with the inventor.
 - xi. In all cases, any patents developed by PHCOA faculty and students while employed or studying at PHCOA must be disclosed to the Atal Rankings of Institutions on Innovation Achievements, the National Assessment and Accreditation Council, the National Institute Ranking Framework, the University of Mumbai, and any other accreditation or government agency.

38.2 Procedure for Patenting Intellectual Property

- i. PHCOA personnel who wish to file a patent must apply to the Principal in a prescribed fashion giving full details of the invention.
 - i. The Principal with the research committee refers the application for review.
 - ii. The IPRC will evaluate applications for assigning ownership, determining whether an IP is innovative and fit for filing, and determining the possibility of commercialization of the IP. The maximum period for proposal evaluation by the IPRC will be six months from the date of the proposal.
 - iii. If an application is approved, the IPRC recommends to the MES management for filing to proceed.

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- iv. Based on the recommendation of IPRC, the MES management decides whether to file for a patent or not.
 - v. PHCOA shall bear all costs of drafting and filing an approved Indian IP application.
 - vi. If the IPRC does not recommend filing, the rights of the IP revert to the inventor and the applicant will be free to file the patent at their own cost.
 - vii. "Pillai HOC College of Architecture" is the "Applicant" for the patent and names of faculty members and students are given as "Inventors."
 - viii. The main inventor (guiding teacher in case of student projects) will be responsible for managing all correspondence or queries between PHCOA, BIPS, the Patent Office, or any other agency, and will provide all justifications needed until the patent is finally issued or rejected.
 - ix. PHCOA and inventors will take suitable steps to commercialize the invention in reasonable time. The amount earned will be kept by PHCOA till it recovers the full cost of filing the patent plus 50% more for administrative costs. Once the cost of a patent is recovered, the income from commercialization of an invention will be shared equally by PHCOA and the inventor(s).
 - x. If the application is rejected the applicant may apply to MES to release claims on the patent, after which the applicant is free to file the patent by paying the patent filing charges on their own.
 - xi. If a faculty member receives a patent on their own, they must report this to the Principal, and use the PHCOA affiliation in order to receive any benefit regarding salary, increments or upgrade.

38.3 Intellectual Property Ownership and Licensing

During the course of employment, faculty members may generate intellectual property such as lecture notes, video lectures, pictures, software and so forth. MES owns 100% of the rights to any and all intellectual property generated by employees, and will be free to license this material to third parties.

39 New Initiatives, Innovations and Startups

39.1 New Initiative Policy

Members of the Internal Quality Assurance Cell or College Development Council may propose new initiatives to the Principal that fulfill the mission and vision of the college. These initiatives can enhance any of the following:

- i. Teaching learning process (examples: new labs, meditation etc)

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- ii. Research and Consultancy (examples: center of excellence in various fields)
 - iii. Environmental (examples: clean campus, nature clubs, recycling s, energy savings)
 - iv. Cashless Campus
 - v. Sports Facilities
 - vi. Cultural Activities

39.2 New Initiative Implementation Procedures

- i. Faculty member, IQAC member. or College Development Committee member submits a proposal to the Principal.
- ii. Principal approves or disapproves the project.
- iii. If approved, a small pilot limited in scope or time frame is conducted implementing the project.
- iv. The faculty in charge conducts a cost-benefit analysis, an impact study, and a SWOT (strengths, weaknesses, opportunities, and threats) analysis of the project.
- v. If results of these studies are positive, a final proposal is made to the Principal who recommends it to the Governing Body for approval.
- vi. If approved, the initiative is implemented.

39.3 Strategies and Governance Policies

- i. Promotion of innovation and entrepreneurship is an important activity at PHCOA, and College strategy is to implement a campus-wide entrepreneurial vision. Innovation and entrepreneurship policy is promoted everywhere in the entire College in order to integrate entrepreneurial activities across various centers, departments, and faculties, breaking silos.
- ii. The development and implementation of innovative entrepreneurial policy is the responsibility of an appointed faculty who understands the architectural field broadly and knows startup culture. This person uses specific objectives and associated performance indicators to assess and encourage the development of a College-wide entrepreneurial ecosystem.
- iii. Product-to-market strategy for startups has been developed by the College. Without innovation, new enterprises are unlikely to succeed. The goal of the effort should be to link Innovation to Enterprise to Financial Success.
- iv. Entrepreneurship policy is formulated keeping the vision and mission of the college in mind.

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- v. The resource mobilization process ensures not only developing incubation infrastructure and facilities, but also supporting pre-incubation activities.
 - vi. To minimize organizational constraints, a sustainable financial strategy goes along with the entrepreneurial agenda:
 - a. Investment in entrepreneurial activities is part of the financial strategy of the college. A minimum of 2% of the total annual budget of the College should be allocated for funding and supporting innovation and start-up related activities.
 - b. Funds should be sought from diverse sources to reduce dependency on College funding. Agencies such as Department of Science and Technology, Ministry of Human Resources Development, Technology Development Board, Technology Information Forecasting and Assessment Council, Department of Scientific and Industrial Research, Council of Scientific and Industrial Research, National Science & Technology Entrepreneurship Development Board, National Research Development Council, Startup India, Invest India, Ministry of Electronics and Information Technology, Ministry of Skill Development and Entrepreneurship, Ministry of Micro, Small and Medium Enterprises, University of Mumbai, and so forth and non-government sources should be encouraged.
 - c. To support technology incubators, the College may approach private and corporate sectors to generate funds, under Corporate Social Responsibility per Section 135 of the Company Act 2013.
 - d. The College may also raise fund through sponsorships and donations.
 - e. The College should actively engage its alumni networks for promoting innovation and entrepreneurship funding.
 - vii. To expedite decision-making, hierarchical barriers are minimized and individual autonomy and ownership of initiatives is promoted.
 - viii. The critical importance of innovation and entrepreneurship is known across the College and highlighted at s such as conferences, convocations and workshops.
 - ix. The principal promulgates the student and faculty startup policy and formulates action plans at college level with well-defined short-term and long-term goals, to accomplish policy objectives.
 - x. Development of entrepreneurship culture is not confined within the boundaries of the institution.
 - a. The College is the driving force in developing entrepreneurship culture at regional and community levels. This includes giving opportunities for regional startups,

provision to extend facilities to outsiders, and active involvement of the College in defining strategic direction for local development.

- b. Strategic international partnerships shall be developed using bilateral and multilateral channels with international innovation clusters and other relevant organizations. Moreover international exchanges, internships, engaging international faculties in teaching and research should also be promoted.

39.4 College Infrastructure Enabling Startups

- i. Pre-incubation and incubation facilities for nurturing innovations and startups are provided at PHCOA. PHCOA faculty support an Innovation Cell, a Startup Cell, Student Clubs, and so forth and encourage incubation acceleration by mobilizing resources from internal and external sources.
- ii. Pre-Incubation/Incubation facilities are accessible 24x7 to students, staff and faculty of all disciplines and departments.
- iii. College mentoring and other relevant services to Pre-incubation and Incubation startups may charge a suitable fee for providing space.
- iv. At times, there may be equity sharing in Startups supported through these units. The extent of equity sharing will depend upon the nature of services offered by these units.
- v. PHCOA has established processes and mechanisms for easy creation and nurturing of startups/enterprises by all members of the PHCOA community, and potential startup applicants may come from outside the College.

39.5 Accommodating Student Entrepreneurs

- i. The College offers access to PHCOA's pre-incubation and incubation facilities to students, staff and faculty in a mutually acceptable time-frame.
- ii. Ultimate transfer of licensing of Intellectual Property Rights from College to the entrepreneur is envisioned; ideally PHCOA community members initiating a startup based on technology developed or co-developed by them, or technology owned by the college, should be allowed to take a license on their inventions on easy terms, either in terms of equity in the venture , or license fees, or royalties, at a point when the project has reached maturity. This decision is made by the Governing Body.
- iii. PHCOA allows its students and staff to work on and for their innovative projects and startups (including social startups) while studying at or working for PHCOA.
- iv. Mumbai University does not allow student entrepreneurs to earn credits for independently working on innovative prototypes or business models. PHCOA convenes

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- a committee for review of student entrepreneurship and may recommend giving appropriate credits for effort creating a startup.
- v. Student inventors may be allowed to opt for creating a startup in place of their mini project, major project, a seminar, or summer training, with the approval of their faculty advisor. The area in which a student wants to initiate a startup may be interdisciplinary or multidisciplinary. However, the student must describe how they will separate and clearly distinguish their ongoing research activities as a student from the work being conducted for the startup.
 - vi. Student entrepreneurs may use their College address to register their new company after receiving written permission from the Principal.
 - vii. Student entrepreneurs may sit for examinations when their attendance is less than the minimum permissible percentage, with written advance permission from their Head of Department.
 - viii. Student entrepreneurs may take a semester or academic year break (or longer depending upon the decision of the review committee) to work on their startups, and rejoin their studies without penalty to complete their coursework.
 - ix. The College may provide accommodation to entrepreneurs within the campus for some period of time.

39.6 Facility Use Guidelines

- i. The College will facilitate startup activities and technology development by allowing student and faculty inventors and entrepreneurs to use College infrastructure and facilities in the following manner:
 - a. Short-term, six-month, one-year, part-time entrepreneurship training.
 - b. Mentorship support on a regular basis.
 - c. Facilitation in a variety of areas including technology development, ideation, creativity, design thinking, fundraising, financial management, cash flow management, new venture planning, business development, product development, social entrepreneurship, product-costing, marketing, brand-development, human resource management, study of laws and regulations impacting a business.
 - d. Licensing Intellectual property to the College.
- ii. The College may link the startups to other seed-fund providers, angel funds, venture funds, or itself may set up a seed-fund once the incubation activities mature.

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- iii. In return for services and facilities, a legal entity designated by the College may take a 1% to 5% equity stake in the startup company, based on use of brand, faculty contribution, infrastructure support and use of College Intellectual Property. The legal entity would normally take a nominal equity share, unless full-time faculty staff have substantial shares. Other factors for consideration include space, infrastructure, mentorship support, seed-funds, support for accounts, legal work, patents and so forth.
 - iv. For staff and faculty, the legal entity designated by the college would not take more than 20% of shares that a staff or faculty member takes while drawing a full salary from the institution; however, this share will be within the 5% cap of company shares, listed above.
 - v. The College places no restriction on shares that faculty staff can take, as long as they do not spend more than 10% of office time on the startup in an advisory or consultative role and do not compromise their existing academic and administrative duties.
 - vi. If the faculty or staff holds an executive or managerial position for more than three months in a startup, they may expect approval of an application for a sabbatical or unpaid leave.
 - vii. In the case of a compulsory equity model, a startup may be given a cooling-off period of three months to use incubation services on a rental basis while making a final decision based on satisfaction of services offered by a legal entity designated by the College. During the cooling-off period, the legal entity cannot force a startup to issue equity on the first day incubation support is granted.
 - viii. The College may provide incubation services based on a mixture of equity, fee-based, and zero-payment models. A startup may choose to avail only the support, not seed funding, by the College, on a rental basis.
 - ix. The College offers its startup resources to its alumni.
 - x. Participation in entrepreneurial activities is considered a legitimate activity of faculty in addition to teaching. In addition to research and development projects, industrial consultancy, and management duties, contributions towards startups are considered while evaluating the annual performance of faculty members. Every faculty member may be encouraged to mentor at least one startup. Product development and commercialization as well as participating and nurturing of startups would now be added to a bucket of faculty-duties and each faculty chooses a mix of these activities, in addition to minimum required teaching and guidance, and then faculty are evaluated accordingly for performance and promotion.

39.7 Product Ownership Rights for Technologies Developed at-PHCOA

- i. When college facilities or funds are used substantially or when Intellectual Property (IP) is developed as a part of curriculum/academic activity, the IP is jointly owned by its inventors and the College.
- ii. Inventors and the college may together license the product or IP to any commercial organisation, with the patent holder having the primary say.
- iii. License fees may be a mix of upfront fees, one-time technology transfer fees, royalties, a percentage of a sale-price, and shares in the company licensing the product.
- iv. Should the college not be allowed to hold equity as per current statutes, a special-purpose entity may be created to hold equity on its behalf.
- v. If a product or IP is developed by innovators without the use of any College facilities, outside office hours (for staff and faculty), and not as a part of curriculum by a student, then the product or IP may be entirely owned by the inventors in proportion to the contributions made by them. In this case, inventors can license the technology to third parties, or use the technology as they deem fit.
- vi. If there is a dispute in ownership, a minimum five-member committee, consisting of two faculty members experienced in developing and commercializing IP, two alumni or experts experienced in technology commercialization, and one legal advisor with experience in IPR, will examine the issue after meeting the inventors and help them settle the issue to everybody's satisfaction. The College can select alumni or faculty of other institutions as members, if sufficiently experienced alumni or faculty of their own are not available.
- vii. The MES PHCOA Innovation Council (IIC) serves strictly as the coordinator and facilitator providing services to faculty, staff and students. It has no say on how an invention is developed, patented, licensed or disseminated.

39.8 Advanced Studies in Innovation

PHCOA offers a part-time or full time course of study leading to an MBA (Masters in Business Administration) or Postgraduate Diploma in Management (PGDM), focusing on innovation, entrepreneurship and venture development, in which a student can earn a degree while incubating and nurturing a startup company.

39.9 Organizational Capacity, Human Resources and Incentives

- i. PHCOA endeavors to recruit staff with strong innovation and entrepreneurial-(I&E) experience, behaviour and attitude to help foster an innovation and entrepreneurship culture.
- ii. Faculty with prior exposure and interest are routinely deputed for training to promote I&E.
- iii. Faculty and Staff is encouraged to engage in entrepreneurial activities, with career development hinging on constant up skilling.
- iv. Cross-departmental projects and re-search are promoted to gain maximum utilization of internal resources and knowledge.
- v. External subject matter experts can be engaged as guest lecturers, or for strategic advice, or to bring in skills not available internally.
- vi. Faculty and staff are encouraged to attend and offer courses on innovation, entrepreneurship, and venture development.
- vii. PHCOA has academic and non-academic incentives and reward mechanisms for all stakeholders who actively support its entrepreneurship agenda and activities. This reward system includes sabbaticals, office and lab space for entrepreneurial activities, reduced teaching loads, awards, specialized training, risk-sharing, opportunities for guest lecturing, fellowships or associateships, and other support.

39.10 Creating Innovation Pipelines and Pathways for Entrepreneurs at College Level

- i. To ensure exposure of maximum students to innovation and pre incubation activities at their early stage and to support the pathway from ideation to innovation to market, mechanisms should be devised at institution level.
- ii. Spreading awareness among students, faculty and staff about the value of entrepreneurship and its role in career development or employability should be a part of the institutional entrepreneurial agenda example like arranging Business Plan Competition.
- iii. Students/ staff should be taught that innovation (technology, process or business innovation) is a mechanism to solve the problems of society and consumers. Entrepreneurs should innovate with focus on the market niche. Curriculum subjects like entrepreneurship development should be incorporated for students.
- iv. Students should be encouraged to develop entrepreneurial mindset through experiential learning by exposing them to training in cognitive skills (e.g. design thinking, critical thinking, etc.), by inviting first generation local entrepreneurs or experts to address young minds. Initiatives like idea and innovation competitions, workshops, seminars, conferences,

exhibitions, mentoring by academic and industry personnel, throwing real life challenges, awards and recognition should be routinely organized.

- v. To prepare the students for creating the startup through the education, integration of education activities with enterprise-related activities should be done.
- vi. PHCOA endeavors to link their startups and companies with a wider entrepreneurial ecosystem and by providing support to students who show potential, in the pre-startup phase. Connecting student entrepreneurs with real life entrepreneurs will help the students in understanding real challenges which may be faced by them while going through the innovation funnel and will increase the probability of success.
- vii. PHCOA has established the Institution's Innovation Council (IIC) as per the guidelines of MoE's Innovation Cell and allocates appropriate budget for its activities. IICs should guide institutions in conducting various activities related to innovation, startup and entrepreneurship development. Collective and concentrated efforts are undertaken to identify, scout, acknowledge, support and reward proven student ideas and innovations and to further facilitate their entrepreneurial journey.
- viii. For strengthening the innovation funnel of the college, access to financing is opened for the potential entrepreneurs.
- ix. Networking events are organized to create a platform for the budding entrepreneurs to meet investors and pitch their ideas.
- x. Provide business incubation facilities: premises at subsidized cost. Laboratories, research facilities, IT services, training, mentoring, etc. should be accessible to the new startups.
- xi. A culture is promoted to understand that money is not FREE and is risk capital. The entrepreneur must utilize these funds and return the same. While funding is taking a risk on the entrepreneur, it is an obligation of the entrepreneur to make every effort possible to prove that the funding agency did the right thing in funding him/ her.

39.11 Norms for Faculty Startups

- i. For better coordination of the entrepreneurial activities, norms for faculty to involve in start-ups are being created by the colleges.
- ii. Roles of faculty may vary from being an owner/ direct promoter, mentor, consultant or as on-board member of the startup.
- iii. MES management is developing a policy on 'conflict of interest' to ensure that the regular duties of the faculty don't suffer owing to his/her involvement in the startup activities.
- iv. Faculty startup may consist of faculty members alone or with students or with faculty of other colleges or with alumni or with other entrepreneurs.

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- v. Faculty must clearly separate and distinguish on-going research at the college from the work conducted at the startup/ company.
 - vi. In case of selection of a faculty startup by an outside national or international accelerator, a maximum leave (as sabbatical/ existing leave/ unpaid leave/ casual leave/ earned leave) of one semester/ year (or even more depending upon the decision of review committee constituted by the college) may be permitted to the faculty.
 - vii. Faculty must not accept gifts from the startup.
 - viii. Faculty must not involve research staff or other staff of the college in activities at the startup and vice-versa.
 - ix. Human subject related research in startups should get clearance from the ethics committee of the institution.

39.12 Pedagogy and Learning Interventions for Entrepreneurship Development

- i. PHCOA has adopted a diversified approach to produce desirable learning outcomes, which should include cross- disciplinary learning using mentors, labs, case studies, games, etc. in place of traditional lecture-based delivery.
- ii. Student clubs/ bodies/ departments are created for organizing competitions, boot-camps, workshops, awards, etc. These bodies should be involved in institutional strategy planning to ensure enhancement of the student's thinking and responding ability.
- iii. MES bestows an annual *Innovation and Entrepreneurship Award* to recognize outstanding ideas, successful enterprises and contributors for promoting innovation and the enterprise ecosystem within the college.
- iv. For creating awareness among the students, the teaching methodology should include case studies on business failure and real-life experience reports by startups.
- v. Failures need to be elaborately discussed and debated to imbibe that failure is a part of life, thus helping in reducing the social stigma associated with it. Very importantly, this should be a part of the philosophy and culture of the college.
- vi. Innovation champions should be appointed from within the students/faculty/ staff for each department/ stream of study.
- vii. Entrepreneurship education should be imparted to students at curricular/ co-curricular/ extra-curricular level through elective/ short term or long-term courses on innovation, entrepreneurship and venture development. Validated learning outcomes should be made available to the students.

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- viii. Integration of expertise of the external stakeholders should be done in the entrepreneurship education to evolve a culture of collaboration and engagement with the external environment.
 - ix. In the beginning of every academic session, the college should conduct an induction about the importance of I&E so that freshly inducted students are made aware about the entrepreneurial agenda of the college and available support systems. Curriculum for entrepreneurship education should be continuously updated based on entrepreneurship research outcomes. This should also include case studies on failures.
 - x. Industry linkages should be leveraged for conducting research and survey on trends in technology, research, innovation, and market intelligence.
 - xi. Sensitization of students should be done for their understanding of expected learning outcomes.
 - xii. Student innovators, startups, experts must be engaged in the dialogue process while developing the strategy so that it becomes need based.
 - xiii. Customized teaching and training materials should be developed for startups.
 - xiv. It must be noted that not everyone can become an entrepreneur.
 - xv. The entrepreneur is a leader, who would convert an innovation successfully into a product, others may join the leader and work for the startup. It is important to understand that entrepreneurship is about risk taking. One must carefully evaluate whether a student is capable and willing to take risk.
 - xvi. Innovations are based around real life challenges. Learning interventions developed by the colleges for inculcating entrepreneurial culture should be constantly reviewed and updated.

39.13. Collaboration, Co-creation, Business Relationships and Knowledge Exchange

- i. Stakeholder engagement should be given prime importance in the entrepreneurial agenda of the college. colleges should find potential partners, resource organizations, social enterprises, schools, alumni, professional bodies and entrepreneurs to support entrepreneurship and co-design the s.
- ii. To encourage co-creation, bi-directional flow/ exchange of knowledge and people should be ensured between colleges such as incubators, science parks, etc.
- iii. The college should organize networking events for better engagement of collaborators and should open up the opportunities for staff, faculty and students to allow constant flow of ideas and knowledge through meetings, workshops, space for collaboration, lectures, etc.

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- iv. Mechanism should be developed by the college to capitalize on the knowledge gained through these collaborations.
 - v. First focus of the incubator should be to create successful ventures.
 - vi. The college should develop policy and guidelines for forming and managing the relationships with external stakeholders including private industries.
 - vii. Knowledge exchange through collaboration and partnership should be made a part of institutional policy and PHCOA endeavors provide support mechanisms and guidance for creating, managing and coordinating these relationships.
 - viii. Through formal and informal mechanisms such as internships, teaching and research exchange clubs, social gatherings, etc., faculty, staff and students of the colleges should be given the opportunities to connect with their external environment.
 - ix. Connect of the college with the external environment must be leveraged in form of absorbing information and experience from the external ecosystem into the college's environment.
 - x. Single Point of Contact (SPOC) mechanism should be created in the college for the students, faculty, collaborators, partners and other stakeholders to ensure access to information.
 - xi. Mechanisms should be devised by the institutions to ensure maximum exploitation of entrepreneurial opportunities with industrial and commercial collaborators.
 - xii. Knowledge management should be done by the college through development of innovation knowledge platforms using in-house Information & Communication Technology (ICT) capabilities.

39.14 Entrepreneurial Impact Assessment

- i. Impact assessment of the college's entrepreneurial initiatives such as pre-incubation, incubation, entrepreneurship education should be performed regularly using well defined evaluation parameters and processes.
- ii. Monitoring and evaluation of knowledge exchange initiatives, engagement of all departments and faculty in the entrepreneurial teaching and learning should be assessed.
- iii. Number of startups created, support system provided at the institutional level and satisfaction of participants, new business relationships created by the colleges should be recorded and used for impact assessment.
- iv. Impact should also be measured for the support system provided by the college to the student entrepreneurs, faculty and staff for pre-incubation, incubation, IPR protection, industry linkages, exposure to entrepreneurial ecosystem, etc.

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- v. Formulation of strategy and impact assessment should go hand in hand. The information on impact of the activities should be actively used while developing and reviewing the entrepreneurial strategy.
 - vi. Impact assessment for measuring the success should be in terms of sustainable social, financial and technological impact in the market. For innovations at the pre-commercial stage, development of sustainable enterprise models is critical. COMMERCIAL success is the ONLY measure in the long run.

40 Feedback Policy

40.1 Purpose.

The purpose of this Policy is to provide a framework for obtaining, summarizing and documenting information on faculty, student, alumni, employer, parents perceptions of the quality and effectiveness of teaching, information of which would aid evaluation and other academic quality assurance processes.

40.2 Scope. Specifically, this Policy will provide a framework for:

- i. Monitoring and improving the quality of students learning experiences through the timely collection, analysis and reporting of feedback concerning teaching, learning, placement and assessment
- ii. Providing all stakeholders the opportunity to actively participate in the continual improvement of students.
- iii. Recognizing, documenting, supporting and extending good practices for effective implementations of curriculum provided by affiliating University;
- iv. Ensuring the provision of information to students regarding the consideration of feedback collected over time, including actions taken to address concerns raised in any feedback received.

40.3 Responsibilities

- i. Principal and faculty will be responsible for the collection, analysis and reporting of feedback relating to academics.
- ii. Coordination of responses to feedback will be the responsibility of the faculty assigned for the purpose.

40.4 Policy Provisions

- i. Feedback is a core component of evaluation.

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- ii. Students having more than 50 % attendance will have the opportunity to provide feedback at various points during the academic year.
 - iii. Feedback processes will be systematic. Each Semester feedback will be carried for all streams for the students eligible for it.
 - iv. Faculty will provide feedback about courses, laboratories, and other activities conducted by the College
 - v. Parents will provide feedback about the teaching, learning and communication progress of the College
 - vi. Employers will provide feedback on the development of students as architects and professionals.
 - vii. Alumni will give feedback about the course of study and its relevance to their careers in the industry

40.5 Collecting and Acting on Feedback

- i. A core set of questions will form the basis of the feedback form deployed to systematically evaluate teaching and learning in the courses.
- ii. Feedback received from stakeholders will be summarised and analysed with follow up action as a remedial measure.

41 Resignation, Termination and Retrenchment

41.1 Resignation Policy and Procedures

- i. Employees resigning must give a minimum of thirty days' written notice, unless a shorter period of time is acceptable to the Principal.
- ii. Employees wishing to resign should inform the Principal and tender a resignation in writing to the Principal stating clearly the date from which the resignation is to become effective, bearing in mind the contractual notice period required. It is helpful if an employee who intends to resign gives the reasons for doing so.
- iii. The Principal conducts an Exit Interview to discuss the issues leading to the resignation.
- iv. Employees doubtful of the effective date of resignation or contractual notice period are to contact the Registrar for advice.
- v. Employees leaving without a notice of thirty days do not receive their pay for one month or have to deposit one month or three months' salary.
- vi. Employees interested in resigning cannot utilise any leaves except On Duty Leave and Compensatory Leave.

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- vii. Employees who resign during the academic semester are released after academic sessions keeping in mind the interest of the students except in exceptional cases.
 - viii. Employees who resign may be retained by PHCOA at the prerogative of the management.
 - ix. All resigning employees should hand over charge to the appropriate person and inform the Principal.
 - x. The administrative staff is responsible for initiating the necessary action to ensure that all college property and equipment are returned safely and a “No Dues Certificate” is obtained from the Principal on or before the last day of work.

41.2 Termination Policy and Procedures

- i. Situations arise when job performance does not meet basic standards of the College. Some examples include, but are not limited to, inability to perform job duties, engaging in disruptive behavior, poor attendance, misconduct, violation of college policies, and similar infractions.
- ii. Because unsatisfactory performance can result in serious consequences, including termination, the principal addresses these situations promptly.
- iii. The following steps of disciplinary action shall be taken when dealing with unsatisfactory job performance:
 - a. Verbal Counseling: The supervisor informs the employee of the nature of the problem and, except in cases of criminal or other serious misconduct, gives the employee a reasonable opportunity to correct the situation, with a note in the personnel file.
 - b. If improvement is insufficient in a reasonable period of time after such counseling, the principal issues a clear Verbal Warning giving the employee a time limit for correction, with a note in the personnel file.
 - c. If improvement is insufficient within the time limit specified in the Written Warning, the principal gives the employee a new time limit for correction, in writing, with a note in the personnel file.
 - d. If improvement is insufficient in the period of time noted in the Written Warning the employee will not be retained: the employee is discharged.
- iv. The principal may immediately suspend an employee or may place him or her on paid administrative leave during an evaluation or investigation after consulting with the CEO or COO.

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- v. Removal of a full time permanent worker will be done based on a written report by a competent independent committee after giving the aggrieved employee an opportunity to be heard.
 - vi. The College may terminate any employee with immediate effect without notice and without compensation if the employee has
 - a. Engaged in any criminal behaviour
 - b. Engaged in political activities in the college or any MES other premises
 - c. Committed academic malpractice such as plagiarism, examination fraud, etc
 - d. Stolen college or MES property
 - e. Falsely represented their academic or work qualifications
 - f. Committed fraud on the college
 - g. .Engaged in sexual harassment of other MES employees or students
 - h. Been verbally or physically abusive to any member of the College community
 - i. Unexcused absences for 10 or more days in one academic year
 - j. Not accepted or completed teaching or administrative tasks duly assigned to them.
 - k. Engaged in any activity that disturbed the sanctity of the educational environment
 - vii. Documentation: A written record of disciplinary or corrective action will be maintained in the employee file.
 - viii. Notice Periods
 - a. All temporary workers can be terminated with immediate effect for any reason.
 - b. Contractual workers and workers on probation can be terminated with immediate effect before
 - c. the expiration of their contract.by payment of one month's salary
 - d. Full time Permanent Workers or Faculty whose performance is determined to be unsatisfactory or below average, or who have violated any policy of the College or MES, can be terminated with immediate effect upon payment of one to three months' salary, amount to be determined by the Principal based upon prior performance and duration of employment.

41.3 Retrenchment Policy and Procedures

- i. In certain circumstances, it will be necessary to terminate the services of a full time employee due to circumstances listed below:
 - a. Change in the norms of the University of Mumbai or MES
 - b. Closure of courses or reduction of student intake

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- c. Few or no admissions in the course
 - d. Reorganisation of College programs and/or departments
 - e. Closure of the College
- ii. In such cases it is MES policy to promptly notify the affected employees about the reason for the retrenchment, date of its effectiveness, and to give three months or more salary as compensation.
 - iii. These terminations are not subject to the college's grievance and appeals procedure.
 - iv. If any new position arises, employees who were dismissed due to retrenchment will be given the opportunity to apply for the new position if their qualifications are suitable.
 - v. This policy is not applicable to temporary, contractual, employees on probation or part-time employees.

42. Grievance and Appeals

- i. A grievance is any complaint by an employee or student concerning any aspect of employment or academics.
- ii. Procedures outlined here apply to full- and part-time employees of the college after the completion of two years of employment unless they are on probation.
- iii. The college recognizes the right of an employee or student to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise between the College and its employees or students.
- iv. A Grievance Committee is formed in each academic year in order to keep a healthy working atmosphere among the staff, students and parents. This cell is available to review complaints and solve problems.
- v. Employees and students shall present a grievance for redress only through proper channels.
- vi. Grievances may be filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, caste, class, or status.
- vii. Employees or students who are adversely affected by reorganization, modification or financial exigency, as approved or determined by the Principal or designee, are not subject to the grievance procedures described in this Handbook.
- viii. Levels of Grievance: Misunderstandings and difficulties can occur in a work setting. While most situations can be handled informally, and informal resolution is encouraged, a few may require escalation.

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- a. First Level – The employee or student attempts to remedy the problem through consultation with the faculty. If the problem pertains to the immediate superior they may proceed directly to the next level.
 - b. Second Level – The student mentor is informed. If, however, the problem pertains with the mentor/principal the employee or student may proceed directly to the third level.
 - c. Third Level – The employee or student presents the grievance to the Grievance Committee/ICC.
 - d. Fourth Level-If the grievance cannot be resolved at the third level, the employee or student presents his/ her grievance to the CEO or COO.

42.1 Methods for Lodging a Grievance

- i. Suggestion/complaint boxes have been installed at different places in the College campus in which any member of the community can put in writing grievances and suggestions for improving academics and administration. Written complaints are encouraged, and one may choose to remain anonymous.
- ii. There is a Grievance portal online where an employee or student can submit a grievance. The person concerned can personally approach, write, or e-mail any member of the Grievance Cell, which makes all contact details available on the College website. The recommendation of the Grievance Cell is forwarded to the Principal for final resolution.

42.2 Appeal Process

- i. If the matter is not resolved to the satisfaction of the employee or student by the Principal, they may file an application for review, in writing, to the CEO, through the Registrar, within twenty days following the written decision of the Principal. This appeal states the complaint, the decision, and the redress desired.
- ii. The decision of the CEO on the appeal shall be final and binding on the employee or student.
- iii. All employees of the college must cooperate to the fullest possible extent in any internal investigation when directed to do so by their immediate superior or such other persons who have been given investigative authority by the Principal. Failure to cooperate fully is grounds for adverse action, including termination of employment.

43. Budgeting

i. 43.1 Budgets in General

- i. The College's budget is the primary instrument of fiscal control and, accordingly, contains all projected revenues and expenditures of infrastructure, administrative and academics.
- ii. Salaries to teaching, non-teaching and administrative staff are fixed as per their qualifications and experience.
- iii. Examinations are conducted as per the examination policy of the university and exam fees are charged separately.

43.2 Library Budget

- i. The library budget is prepared by the library committee.
- ii. Purchase of physical books, journals, periodicals and magazines for the library are included.
- iii. The costs of development and maintenance of library software are included.
- iv. Purchase of e-journals, e-books and e-resources is included.

43.3. Institutional Budget

This is prepared annually by the Institutional Budget committee and includes the following:

- i. Salaries of teaching and non- teaching staff.
- ii. Affiliation fees to University, COA and other entities as appropriate
- iii. Administrative Expenses
- iv. Institutional membership fees for professional societies
- v. Printing costs and stationery for administrative purposes
- vi. College-level conferences, workshops, and symposia
- vii. Infrastructure maintenance
- viii. Purchase of furniture, fixtures
- ix. Maintenance of classrooms, seminar halls and other physical resources
- x. Painting or finishing

43.4 Budget Procedures

- i. Purchasing requirements must be submitted by February/March for consideration of budget in the following academic year.
- ii. Faculty members provide purchasing requirements to the Principal
- iii. The Principal with the accountant prepares the budget and presents the same for approval to the Institutional Budget Committee.

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- iv. The Institutional Budget Committee approves the budget and sends it to the CDC and Governing Body for final approval.

43.5 Emergency Expenses

- i. In certain circumstances non-budgeted expenses may take place. In such cases, the principal has been given the financial power to approve emergency expenditure of upto Rs 50,000/-

43.6 Student Activities Fund

- i. The College allots Rs 10,00,000/-(Ten lacs) per academic year for individual students' or student group projects and activities.
- ii. This fund is distributed by the principal in consultation with the faculty coordinator-students' council/IQAC/academic review committee.
- iii. Student groups or individual students working under faculty can make applications for funds.
- iv. The scheme is meant to support student groups or individual students participating in off-campus competitions and events.
- v. This fund may provide prize money for College-sponsored competitions.
- vi. This fund may provide seed money for initiating new student projects which have good potential for commercialization or undergraduate research.
- vii. Procedure for requesting and disbursing funds:
 - a. Students can make an application through their faculty advisor
 - b. The application must include details of a competition, funds required, their planned utilization, and so forth
 - c. The committee will consider the applicant's academic, attendance and disciplinary records while determining the amount of funding to be distributed.
 - d. Once sanctioned disbursements will be issued through the College accounts department.

44 Examinations

44.1 Examination Policy

- i. The purpose of the Examination Policy is
 - a. to ensure the planning and management of exams is conducted efficiently and in the best interest of students
 - b. to ensure the operation of an efficient exam system with clear guidelines for all relevant staff

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- ii. It is the responsibility of everyone involved in the exam processes to read, understand and implement this policy.
 - iii. The Examination Policy will be reviewed annually by the Examination in charge.

44.2 Responsibilities of the Examination in charge

- i. Manages the administration of University and Internal examinations and preparation/declaration of exam results
- ii. Advises the faculty and other relevant staff on the College and University Examination Timetables and application procedures as set by the University of Mumbai
- iii. Communicates regularly with staff concerning imminent deadlines and events related to examinations
- iv. Ensures that candidates are informed of and understand those aspects of the exam timetable that will affect them.
- v. Receives, checks and stores securely all exam papers and completed scripts
- vi. Helps with the accounts for income and expenditures relating to all exam costs/charges
- vii. Liaises with the senior examiners/invigilators in organizing the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams both internal and external
- viii. Liaises with the Principal in producing exam timetables for all internal exams
- ix. Prepares and presents reports to the Principal showing results achieved
- x. Submits candidates' internal marks as required by University of Mumbai correctly and as per schedule.
- xi. Arranges for dissemination of exam results and certificates to candidates.
- xii. Maintains systems and processes to support the timely entry of candidates for their exams
- xiii. Ensures that the candidates are aware of the University of Mumbai's regulations for conduct in examinations.
- xiv. Organizes the examination invigilation chart.
- xv. Forwards revaluation and photocopy of answer sheets applications of students to University of Mumbai

44.3 Responsibilities of the Chief Conductor of Examinations

- i. To ensure smooth conduct of examination.
- ii. Follow up on suspected malpractice per official guidelines

44.4 Examination Responsibilities of Faculty

- i. Accurate, prompt completion and submission of internal and theory exam mark sheets.
- ii. Accurate, prompt completion of entry and all other mark sheets and adherence to deadlines as set by the Examination In-Charge

44.5 Examination Responsibilities of Unfair Means Committee

- i. Refer to Unfair Means Committee description
- ii. Investigate unfair means resorted to by students at the examination
- iii. Check whether a candidate has filled all relevant forms as per guidelines of the University of Mumbai
- iv. Refer to the Guidelines in applicable ordinances

44.6 Examination Responsibilities of Senior/Block/Junior Supervisors

- i. Collection of exam papers and other material from the examination room before the start of the exam
- ii. Collection of all exam papers in the correct order at the end of the exam and their return to the examination conduction room
- iii. Checking off collected scripts with the attendance and junior supervisor report
- iv. Referring to the guidelines as per Circular No. Exam/COE/Guidelines (Revs)/ 84-B of 2011 and Guidelines for Junior/Block Supervisors

44.7 Examination Responsibilities of Administrative Staff

- i. Support for the dispatch of scripts
- ii. Posting of exam results and certificates
- iii. Actions as assigned by the Examination Committee

44.8 Exam Sessions and Timetables

- i. Exam Sessions
 - a. All exams Internal/External/Viva -Voce exams are scheduled in Second Half (October and November) and First Half (April and May)
 - b. All exams conducted by college are held as per the guidelines of the University of Mumbai.
- ii. Timetables
 - a. Examination timetables for both external and internal exams are displayed on University of Mumbai websites, the PHCOA website, and on PHCOA notice boards once confirmed.

44.9 Examination, Revaluation & Photocopy

- i. A candidate may apply for revaluation of an answer script if there are reasonable grounds for believing there has been an error in marking.
- ii. Students can apply for revaluation of their answer scripts within 10 days of declaration of the result.
- iii. Regular and Allowed to Keep Term students are informed to submit examination forms online.
- iv. The revaluation and photocopy forms for examinations conducted by college can be collected and submitted in the examination cell, while online application needs to be submitted in case of University examinations.
- v. These services are charged as per the guidelines stipulated by the University of Mumbai.

44.10. Grievances Regarding Examinations

- i. Candidates may appeal if they find a counting mistake or non-assessment of answers as per the guidelines of the University of Mumbai.
- ii. There is no appeal against the mark or grade awarded.
- iii. Appeals should be made to the Examination in charge in writing within two weeks after the display of results, who may refer it to the Grievance Committee/ICC if this is deemed appropriate.
- iv. The finding of the Examination in-charge will be transmitted to concerned parties in writing and any necessary actions will be taken accordingly.
- v. Any further appeals regarding exams should be routed to the Grievance Committee.
- vi. Appeals to the Grievance Committee will only be entertained if the application meets accepted procedures.

44.11 Examination of Special Needs Students

- i. The policy and procedures for special needs students will be governed by The Special Education Needs and Disability Act 2014, and Equality Act 2010, and policies framed by the University of Mumbai.
- ii. All exam cell staff must ensure that access arrangements, special consideration and guidance are consistent with the law.
- iii. A student deemed to have qualifying needs will be considered a “access arrangement candidate.”
- iv. Special Needs requirements are determined by the Principal.

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- v. The Principal will inform the Examination in-Charge of accessible arrangement for candidate who are to appear for any exam.
 - vi. The student informs the examination cell of special arrangements to be granted during the examination.
 - vii. Making special arrangements for candidates to take exams is the responsibility of the Examination In-Charge who submits completed access arrangement applications to the understudy supervisor.
 - viii. A Special Room, invigilation and support for access arrangement candidates will be arranged by the Examination In-Charge.

44.12 Managing supervisors

- i. As far as possible, faculty will be used for all exam supervision.
- ii. The recruitment of block supervisor is the responsibility of the Examination In-Charge.
- iii. Supervisors are scheduled and briefed by the Examination In-Charge.

44.13 During Examination

- i. The Examination In-Charge will organise blocks as per guidelines of the University of Mumbai for conduct of examinations, make the question papers, other exam stationary and materials available to the supervisors.
- ii. The Examination In-Charge is responsible for setting up the allocated rooms.
- iii. The Examination In-Charge will start all exams in accordance with University of Mumbai guidelines.
- iv. Subject teachers are required to be present during the viva- voce examinations.
- v. Answer papers must not be read by subject teachers or removed from the exam room before the end of a session.
- vi. Answer Papers will be distributed to the subject faculty 24 hours after the exam has been completed.
- vii. All answer books are to be assessed in the designated CAP cell.

45 Information, Communication and Technology (ICT)

This section sets forth some important rules relating to the use of PHCOA communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and PHCOA telephone, voice mail and electronic mail systems.

- i. PHCOA has provided these systems to support its mission. Although limited personal use of PHCOA systems is allowed, subject to the restrictions outlined below, no use of these systems

should ever conflict with the primary purpose for which they have been provided, PHCOA ethical standards or with applicable laws and regulations.

- ii. Each user is personally responsible to ensure that these guidelines are followed. All data in PHCOA computer and communication systems (including documents, other electronic files, email and recorded voicemail messages) are the property of PHCOA. PHCOA may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in PHCOA systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to PHCOA. Likewise, deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.
- iii. PHCOA systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, PHCOA systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non PHCOA related purposes.
- iv. Security procedures in the form of unique user sign-on identifications and passwords have been provided to control access to MES host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information.
- v. The following activities, which present security risks, should be avoided.
 - a. Attempts should not be made to bypass, or render ineffective, security facilities provided by PHCOA.
 - b. Passwords should not be shared between users. If written down, a password should be kept in locked drawers or other places not easily accessible.
 - c. Document libraries of other users should not be browsed unless there is a legitimate reason to do so.
 - d. Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support staff or the Principal.
 - e. Additions to or modifications of the standard software configuration provided on PHCOA PCs should never be attempted by individual users, including downloads. Requests for

additions, updates or changes should be directed to computer support staff or the Principal.

- f. Individual users should never load or download any unauthorized or pirated software (including outside email services) to PHCOA computers. This practice risks the introduction of a virus into the system and could lead to penalties for PHCOA. Requests for such software should be directed to computer support staff.
- g. Users should not attempt to boot PCs from outside media such as a pen drive. This practice risks the introduction of a virus.
- h. PHCOA computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.
- i. Computer games should not be loaded on PHCOA PCs.
- j. Unlicensed software should not be downloaded, loaded or executed on PHCOA PCs.
- k. PHCOA software (whether developed internally or licensed) should not be copied onto pen drives or other media other than for the purpose of backing up a hard drive.
- l. Software documentation developed and/or licensed by PHCOA should not be removed from PHCOA offices.
- m. Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

45.1 Best Practices

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

- i. Turn off your personal computer when you are leaving your work area for an extended period of time.
- ii. Exercise judgment in assigning an appropriate level of security to documents stored on the PHCOA networks, based on a realistic appraisal of the need for confidentiality or privacy.
- iii. Erase previously written information from pen drives or other media before copying documents on such items for delivery outside PHCOA.
- iv. Back up any information stored locally on your personal computer (other than network based software and documents) on a frequent and regular basis.

45.2 Acceptable Internet Use

- i. Desktop access to the Internet is provided to employees when there is a need and the access has been specifically approved. PHCOA has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of PHCOA, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are breached.
- ii. No individual should have any expectation of privacy in terms of his or her usage of the Internet while in any MES affiliated institutions. In addition, MES may restrict access to certain sites that it deems are not necessary for educational purposes.
- iii. MES/PHCOA connection to the Internet may not be used for any of the following activities:
 - a. To access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
 - b. To access, send, receive or solicit sexually-oriented messages or images.
 - c. Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or the Principal.
 - d. Without prior approval of the Principal, software should not be downloaded from the Internet as the download could introduce virus in the system. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
 - e. Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail, or to post information to groups, that could be mistaken as the position of PHCOA.
 - f. Employees should guard against the disclosure of confidential information through the use of Internet e-mail or groups.
 - g. Employees should not download personal e-mail or Instant Messaging software to PHCOA computers.

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- h. The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
 - i. The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job related purposes.
 - j. The Internet should not be used to support or denigrate political candidates or campaigns.
 - k. The Internet provides access to many sites that charge a subscription or usage fee. Requests for payment approval must be submitted to the Principal.
- iv. Use of PHCOA Email and Applications
- a. Every faculty, student and staff is given an official account. MES applications account sponsored by Google for free.
 - b. It is mandatory that all MES-PHCOA official emails between faculty, students and staff be conducted over official MES-PHCOA email accounts.
 - c. All external and internal communications, document sharing, course websites and similar items should also be transmitted through MES-PHCOA email accounts.

46 Library Policy

The library is the heart of any institution. Dr. Radhakrishnan

The library plays a very critical role in supporting academic programmes of the institute. It provides access to informative resources like books, journals, newspapers and other non- book materials like e-books, e-journals, Videos, CDs and DVDs which furthers the knowledge and thought process of the users.

46.1 Library Advisory Committee

The function of the Library Advisory Committee is to support the functioning of the library so that it can facilitate the library development plans and activities with the management. Following are the responsibilities of Library Advisory Committee

i. Responsibilities:

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- a. To assist the college authorities in formulating the library policy
 - b. To initiate ways to inculcate reading habits in users
 - c. To monitor the maintenance of the library in terms of learning resources and infrastructure
 - d. To identify and shortlist vendors
 - e. To recommend withdrawal and weeding out of outdated material to the competent authority
 - f. To prepare the agenda and minutes of the meetings and circulate it to the stakeholders
 - g. If any amendment is required to be carried out in the roles and responsibilities of above committee, will be carried out by the principal with the concurrence of the member of present committee.

ii. Composition

The suggested composition of the Committee is as follows:

- a. Chairperson: Principal/or any person nominated by the Director will be the chairperson
- b. Coordinator and Member - Coordinates with all the committee members
- c. Members: One faculty from each Department
- d. Member Secretary : Librarian Shall be the Member Secretary

46.2 Meeting Frequency:

The Library Advisory Committee will meet at least 2 times in an academic year.

46.3 Tenure:

The committee shall be reconstituted once in a year. No member shall serve the committee for more than one year.

46.4 Meeting Minutes:

Meeting minutes shall be recorded and circulated to all members for consideration. In the next meeting, the minutes shall be confirmed by the members.

46.5 Library Budget

- a. For budget, library committee meets in every year March to discuss

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- b. Depending on the requirement it proposes Library Budget for the next financial year

46.6 Procurement of Learning Resources

Procurement of learning resources constitutes one of the important responsibilities of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users.

- a. Faculty will recommend the books, Journals and E-resources to be procured for their courses and research
- b. Students and Research Scholars can also recommend the books for procurement provided their recommendation is endorsed by the faculty members
- c. Duplicate Checking
- d. All faculty requisitions will be routed through HOD and Principal for the approval
- e. Ordering is done through e-mail to save the time

46.7 Processing of Documents

i. Accessioning

- a. After verification with the orders and invoices, books are entered in the Accession Register and KOHA Library Management Software
- b. Accession Numbers are mentioned in the invoice. After approval of the higher authorities and Management invoices are forwarded to Accounts Department for payment
- c. Invoice details like Invoice No. , Date, and Amount, etc are mentioned in the Invoice register and a copy of the invoice is kept in library invoice file

ii. Classifying

- a. Documents are classified as per the Dewey Decimal Classification (DDC) Schedule
- b. Dewey Decimal Classification (DDC) is the most widely Classification system used all over world

iii. Cataloguing

- a. Bibliographic Details of each book is entered into Cataloguing Module database according to MARC 21 Standards
- b. Keywords are assigned to each book

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- c. Regular editing of various access points in the database like Author, Title, Class No., etc.
 - d. Books are stamped with Library Stamp for identification as library property.
 - e. Kept on new arrivals stand for few days for user awareness
 - f. Made available to users by appropriately shelving them

46.8 Membership of the Library

- a. To become members of the library both students and faculty have to fill the library membership forms
- b. Institute Identity Card is compulsory to enter the library

46.9 Circulation section

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for users to the library. Efficient functioning of Circulation Desk leaves a lasting impression on the user and hence it is very important section of the library.

The major activities of the circulation counter

- a. Users shall sign in the *Library usage register* while entering the library and *Library Book Issue register* as and when they issue the books
- b. Registration of new Members
- c. Issue, return and renewal of Learning Resources
- d. Attending the users query
- e. Taking fine for the delayed return of books. There is a fine of Rupees Five per day per book.
- f. Maintenance of Syllabus, Question Paper files and updating it
- g. Correspondence & No Due issuing
- h. Library Orientations / Information Literacy
- i. Assisting the users for accessing OPAC
- j. Providing reference and referral service

46.10 Issue, Return and Renewal Procedure

- a. For Students 3 books are issued for the period of 7 days
- b. For Faculty 8 books are issued for the period of 1 semester

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- c. For Non-Teaching staffs 2 books are issued for 1 month
 - d. Users can renew books if the same copies are available

46.11 Withdrawal of Admission

Students withdrawing admission from the college are required to take No Dues from the library

46.12 Loss or Mutilation of documents by users

- a. Library materials are to be handled with care
- b. If the book is lost or mutilated, then it has to be replaced with the same or the latest edition

46.13 Collection Development

The effectiveness of collection development is directly related to collection development and organization of information services

- a. PHCOA has Digital Library which provides access to E-books, NPTEL Videos, and various E-resources
- b. Excellent infrastructure
- c. Wi-Fi Connectivity
- d. Internet facility with 155 mbps speed

46.14 Stock Verification

- a. Annual Stock verification will be carried out every year as soon as the exams get over
- b. Stock verification report is prepared and sent to the Dy. CEO for approval

47 Mentoring

- i. Academic and career guidance is an important component of any educational institution. It is important for each college to develop its own mentoring where every student is assigned a mentor who will provide academic and career guidance. The purpose of this is as follows
- ii. The opportunity to meet with someone who can help get answers to questions e about corporate career or higher education
- iii. Tailored career planning plus insight into specific industries

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- iv. Advice on how to increase employability and where to go for help with career development
 - v. Increased confidence and other key employability skills learned from experienced people
 - vi. The Mentoring me is open to all students of PHCOA.
 - vii. Faculty mentors will be assigned no more than 30 mentees each academic year.
 - viii. Students assigned to a mentor will remain with that mentor throughout their time at PHCOA.
 - ix. Every semester a mentor will meet at least twice with each mentee.
 - x. Faculty mentors help students select a career based on their skills and abilities.
 - xi. Faculty mentors recommend courses that will increase the employability of students.
 - xii. Faculty mentors will keep students informed of competitive exams, competitions, institutional and government schemes that they can prepare for or participate in.
 - xiii. Faculty mentors help students plan for higher educational opportunities in various universities in India and abroad.
 - xiv. Mentors encourage students to participate in extracurricular and co-curricular activities to enhance their employability.
 - xv. Faculty mentors at PHCOA identify and support students with varying learning capabilities.

47.1 Slow Learners

- i. The subject-matter teacher in-charge and Class coordinator identify slow learners by observing performance in class activities and by reviewing the results of various assessment processes, particularly the first internal assessment test.
- ii. The Class coordinator and each student's mentor have periodic interactions with students and note their progress and difficulties with the aim of identifying weaker students at the earliest possible moment in the student's academic career.
- iii. Faculty discuss student performance and difficulties in routine parent-teacher meetings which are organized by each department at least once in each semester.
- iv. The date and time of these meetings is conveyed to all parents well in advance.
- v. In these meetings the faculty strives to find out reasons for poor student performance in studies, or continued absenteeism.
- vi. During studio sessions, weaker students are given more time for interaction on a one on one basis..
- vii. Study camp sessions will be organized at least twice in each semester to acquaint new students with this study and assessment process.

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- viii. Remedial classes will be organized for students who are not good performers in their respective year of study so that they may benefit from superior skills in pedagogy.
 - ix. Additional support will be offered through examination oriented coaching and well-formulated question banks and notes prepared by faculty.
 - x. Weaker students are given extra faculty attention so they can perform at least to a level of passing in the university examinations. Special counseling, extra classes, extra laboratory sessions, and additional tutorial hours are arranged for those students who have failed in any subject.

47.2 Advanced Learners

- i. Identified groups of high-performing students will be mentored in such a way that they are able to score exceptionally well in university examinations and strive for higher rankings.
- ii. Advanced learners are given special projects to work on to spark energy and creativity and prevent boredom.
- iii. Additional question-paper solving sessions are provided for advanced learners.
- iv. Advanced learners are encouraged to take examinations like the Graduate Record Examination, Test of English as a Foreign Language, Graduate Aptitude Test in Engineering, Common Entrance Exam for Design, etc. during their final year.
- v. Students having orientation towards research are encouraged to present their work at conferences and competitions.

48 Policy on Industrial/Field/Site Visits

- i. PHCOA actively encourages students to participate in industrial visits, field visits and site visits to bona fide companies or industries or places of educational/architectural interest. Students are meant to learn about the different aspects of these businesses and locations such as technical functions, business functions, human resources and financial functions. It is preferred that faculty members organize and conduct study tours and site visits, however in certain circumstances external vendors may be commissioned to organize a visit.
- ii. For every 20 students there must be at least one faculty member accompanying them.
- iii. All study tours, site visits and picnics, or tours must be conducted by authorized travel vendors approved by the principal in advance.
- iv. A plan for visits to be conducted during the academic year should be given at its outset. If this is not possible a minimum of two months' notice is required before initiating any study tours, site visits and picnics.

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- v. Under no circumstances shall any payments be given in cash to any vendors as part of an excursion.
 - vi. Tax Deducted at Source and other applicable taxes must be paid for all institutional visits conducted through the College.
 - vii. Vendors must provide appropriate insurance coverage for the trip in case of cancellation, delay or other issues, and must indemnify the College and MES from all liability.
 - viii. Feedback about must be provided to the Principal on return from study tours, site visits and picnics.

49 Disclosure of Confidential Information

- i. The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of MES. The disclosure, distribution, electronic transmission or copying of confidential information is prohibited.
- ii. Any information that an employee may learn about MES, its affiliate colleges, or its members or donors, as a result of working for or studying at MES, that is not otherwise publicly available, constitutes confidential information.
- iii. Employees and students may not disclose confidential information to anyone who is not employed by MES, or to persons employed by MES who do not need to know such information in order to perform their responsibilities.
- iv. Privileged or Confidential information includes, but is not limited to the following examples
 - a. Compensation data
 - b. and financial information, including information related to donors
 - c. Pending projects and proposals
 - d. Student Information (marks, grades, contact details, PAN Number, Adhaar Number, and so forth)
 - e. Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee in breach of this agreement will be subject to disciplinary action (including possible termination), regardless of whether he or she benefits from the disclosure .
 - f. Discussions involving sensitive information must be held in confidential settings to safeguard confidentiality of information. Conversations mentioning confidential information should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard or recorded.

50 Academic Honesty Policy

MES-PHCOA seeks to maintain the highest standards of academic integrity amongst its faculty and students and hence expressly prohibits the following behavior. Violations of the academic honesty policy can result in strict disciplinary action and/or expulsion from the college.

- i. Cheating:
 - a. The improper taking or tendering of any information or material which shall be used to determine academic credit.
 - b. Copying from another student's test or assignment.
 - c. Allowing another student to copy from a test or assignment.
 - d. Having another individual write or plan a paper, including any paper bought from research paper services.
 - e. Submitting the same paper or project/assignment in more than one class.
 - f. Other activities deemed to be cheating by the faculty or administration of PHCOA.
- ii. Plagiarism
 - a. The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.
 - b. Submitting a paper purchased from a paper service as one's own work.
 - c. Failing to accurately document or attribute information or wording obtained on the internet or elsewhere.
 - d. Submitting anyone else's work as one's own work.
 - e. Other activities deemed to be plagiarism by the faculty or administration of PHCOA.
- iii. Bribery: The offering, trading, giving, receiving, or soliciting of any item of value to gain advantage for yourself or another.
- iv. Misrepresentation: Any act or omission with intent to deceive an instructor for academic advantage. This includes using computer generated assignment by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase a grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.
- v. Conspiracy and Collusion: The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage.

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- vi. Fabrication: The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic or professional advantage; also the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in research projects or internships. Examples include
 - a. Citing information not taken from the source indicated.
 - b. Listing sources in a Works Cited or reference not used in the academic exercise.
 - c. Inventing data or source information for research or other academic exercise.
 - d. Submitting any academic exercise as one's own prepared totally or in part by another, including on-line sources.
 - e. Taking a test for someone else or permitting someone else to take a test for you.

 - vii. Academic Misconduct: The intentional violation of college policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include
 - a. Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.
 - b. Asking or bribing any other person to obtain a test or any information about a test.
 - c. Misrepresenting the truth, including submitting computer generated assignment by another as one's own work; lying to an instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.
 - d. Changing, altering, or being an accessory to changing or altering a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on any other official academic records of the college.

 - viii. Improper Computer, Calculator. Or Cell Phone Use:
Examples of improper technology use include but are not limited to:
 - a. Unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored or cell phone stored data.
 - b. Selling or giving away all or part of information on a calculator, computer disk or hard drive, that can be used as graded material.
 - c. Sharing a calculator or computer or cell phone while leaving answers on display or in memory.
 - d. Submitting a duplicated computer printout with only the student's name changed.
This applies to assignments and tests.

 - ix. No student has the right to interfere with the teaching-learning process, including the posting of inappropriate materials on chatroom or course sites.

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- a. The instructor has the authority to ask a disruptive student to leave the classroom, lab, or Web course, and to file disciplinary charges if disruptive behavior continues.
 - b. Cell phones must not disturb class and such devices should be turned off when entering a classroom, lab or learning space.
- x. All these activities constitute academic malpractice and can be punished using one of more of the following disciplinary measures:
- a. A zero score on the assignment
 - b. A zero score on the coursework
 - c. Suspension from the class
 - d. Withholding results
 - e. Suspension from the College
 - f. Expulsion from the College

51 Anti-Ragging Policy

51.1 Definition:

Ragging constitutes one or more of any of the following acts and is not limited to bullying or the hazing of freshers.

51.2 Any disrespectful initiation rite or ritual.

- i. Any student conduct, verbal, written, or behavioral, which may be considered teasing or treating with rudeness or disrespect any other student.
- ii. Any rowdy or undisciplined student conduct which causes or is likely to cause annoyance, hardship, physical or psychological harm, or to raise fear or apprehension in any student.
- iii. Causing any student to act in a way that can cause them a sense of shame, torment or embarrassment, so as to adversely affect their body or mind.
- iv. Any student act that prevents, disrupts or disturbs the regular academic activity of any other student.
- v. Exploiting any student to complete academic tasks assigned to another student or group of students.
- vi. Any act of financial extortion or a forceful expenditure burden put on any student.
- vii. Any act of physical abuse including all variants: sexual abuse, homosexual assault, stripping, physical contact without consent, obscene or lewd acts or gestures, causing bodily harm or any other danger to health or person.

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- viii. Any act of abuse by use of spoken words, such as abusive emails or internet postings, disrespectful discourse in public places, or public insults that might cause embarrassment, humiliation, or other offence.
 - ix. Exerting power, authority, or superiority or seeking vicarious or sadistic thrills by actively or passively participating in the discomfiture of any student.
 - x. Any act that negatively affects the mental health, wellbeing, or self-confidence of a student.

51.3 PHCOA maintains a zero-tolerance policy against ragging.

- i. Punishment of persons who have indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence.
- ii. For every single incident of ragging a First Information Report (FIR) must be filed without exception by the PHCOA administration with the local police authorities.
- iii. The Anti-Ragging Committee shall take an appropriate decision with regard to punishment depending on the facts of each incident and its nature and gravity.
- iv. As per the anti -ragging guidelines any one or more of the following actions can be taken against students found to be indulging in, condoning, or abetting ragging:
 - a. Cancellation of admission
 - b. Suspension from attending classes
 - c. Withholding/withdrawing scholarship, fellowship or other benefits
 - d. Debarring from appearing in any test/examination or other evaluation process e
 - e. Withholding results
 - f. Debarring from representing the College in any regional, national or international meet, tournament, youth festival, or other event
 - g. Suspension or expulsion from the hostel
 - h. Rustication from the institution for a period of one to four semesters
 - i. Expulsion from the institution and consequent debarring from admission to any other institution
- v. When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on actual or potential raggars.
- vi. Anti- ragging declaration forms shall be collected from the students and parents at the time of admission regarding their understanding of the anti-ragging policy of the college.

52 Guidelines for Festivals, Workshops and Events

- i. Euphoria is the campus-wide cultural festival and should be the main focus throughout the year.
- ii. Other events can be conducted provided they are specific to the department or College and are not a duplication of events conducted during Euphoria.
- iii. Permission for an on-campus event may be granted by the Principal, ensuring there are no scheduling conflicts and that guidelines will be observed. All workshops or similar activities to be conducted by external agencies must be pre-approved by the Principal.
- iv. All workshops or similar activities to be conducted by external agencies must be pre-approved by the principal.

52.1 Faculty Responsibilities during events:

- i. All campus events must have a faculty coordinator present at all times to ensure that it is conducted smoothly.
- ii. Faculty must ensure that receipt books, registration fees and all IOUs are cleared with the accounts department no more than 48 hours after the completion of the event.
- iii. Faculty must ensure that rooms or facilities used during the events are restored to their original clean condition.
- iv. Faculty must ensure that all materials and resources obtained for the event are used appropriately and that any excess materials are returned.

52.2 Posters and Banners

- i. All posters and flyers must be posted on notice boards only or special standing boards provided for events.
- ii. Unauthorized posters and banners will be removed immediately and the event organizer will be fined Rs 100/-per item removed.
- iii. Permission for banner display must be taken prior to the event from the Principal, and the location of the banner needs to be determined by the CEO.
- iv. All posters, banners, or fliers must be removed no more than seven days after the event's conclusion.

52.3 Sponsorships

- i. The minimum sponsorship fee for stalls and banners is set by the CEO, as per the size and location of the stall/banner.

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- ii. The principal must approve all sponsors and under no circumstances can sponsorships be accepted from coaching classes, alcohol or tobacco companies, political parties, or any other unsuitable groups.

52.4 Event Restrictions

- i. The different locations that are common to all MES Colleges are available for campus-wide events, but must be reserved in advance with the CEO, who grants reservations on a first-come, first-served basis:
- ii. Campus events using loudspeakers can only be conducted on Saturdays after 3 pm and when there are no examinations, seminars or conferences scheduled.
- iii. The Principal must approve all promotional activities for events.
- iv. Under no circumstances are chanting, drumming, sloganeering, or loud music allowed during the hours of 6 am to 4 pm.
- v. All events must end by 6:30 pm.
- vi. As soon as an event ends, organizers must ensure that all spaces are left clean and restored to original condition.
- vii. Entry fees must be sufficient to cover prize money and related event expenses. If sufficient entries are not received 24 hours before the event commences, the event is subject to being cancelled.
- viii. Students organizing an event are strictly prohibited from participating in their event.
- ix. All financial transactions, monetary awards and prizes, registration fees and similar items must be processed through the Accounts Office.
- x. Prize money above Rs 2000/-will be paid by cheque only.
- xi. PHCOA management reserves the right to revoke permission for any event or bar future events if any of the above guidelines are violated.

53 Software and Licensing Policies

- i. Under no circumstances are faculty, students, staff or external agencies to install pirated or unlicensed software on MES computing facilities.
- ii. If any workshop or event requires the use of software that is not covered under existing MES licensing agreements, explicit permission must be taken at least 2 weeks prior to the event. All such software must be shown to have valid licensing before the event can be held.

54 Procedure for Filming on MES Property

54.1. General

The word “filming” as used in these guidelines shall include Motion Pictures, Filming, Videotapes, Still Photography and Digital Imaging. Filming on campus is permitted only if it does not interfere with normal College business or previously scheduled events.

Permission is granted only when all of the following requirements have been met:

- i. Specific dates and locations are confirmed in advance.
- ii. Any required College personnel are available.
- iii. All related vehicles can be parked appropriately on campus.
- iv. Full payment of all fees and estimated charges are received by the College not less than two business days prior to commencement of filming.
- v. The number of cast and crew (including extras) that are likely to be present is stated in advance.
- vi. All government and police permissions and licences are provided to College authorities.
- vii. Any additional terms and conditions on a case by case basis that PHCOA may declare.

54.2 Fees and Deposits

- i. Fees must be paid to Mahatma Education Society using Cash, RTGS or Demand Draft.
- ii. The charges mentioned below are subject to revision from time to time.
- iii. The daily rate for Production Filming starts at Rs 50,000/-. This is for interior and/or exterior filming, for large or small productions, and includes film, TV, music video, and commercials, and applies to every day on site, including set-up and break-down.
- iv. For Still Photography the Daily Rate starts at Rs 25,000/-
- v. For Educational Filming the Daily Rate starts at Rs 10,000/-. For MES purposes, an educational film is defined as a film for use in a classroom setting and made available to educators and students at no charge.
- vi. For a Student Work there is no charge but proof of student status at any MES institution must be shown.
- vii. A refundable security deposit of Rs 1,00,000/- will be kept with the College which will be returned to the company after filming, after deducting the cost of any incidental expenses or damages incurred by the College.

54.3 The following guidelines should be observed.

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- i. Monday-Friday shooting is only allowed in the main stage area.
 - ii. Saturday shooting can occur anywhere on campus after 3 PM.
 - iii. On Sundays all campus spaces are available.
 - iv. The production company is responsible for bringing all facilities required, namely electricity (generators), transport (vehicles and diesel), security guards, water, food, and so forth.
 - v. The production company is responsible for cleaning all premises after use. If premises are not found in clean condition after filming concludes, the company is liable to forfeit the entire deposit.
 - vi. The name of the MES campus should be mentioned in the credits of the movie.
 - vii. MES may revoke permission to conduct filming without issuing any refund, if any of the following circumstances occur:
 - a. The filming agency fails to adhere to any of the terms and conditions set forth in the approved contract or MOU
 - b. If MES does not receive the required Fees and Deposit in a timely manner
 - c. If MES determines that the filming is not being conducted a safe manner
 - d. If MES determines that the filming being conducted is inappropriate, such as scenes that are sexually explicit or graphically violent.
 - viii. If the agency cancels the project prior to commencing the work, it is liable to forfeit one day filming charges.

55 Return of Property

- i. Employees are responsible for MES equipment, property and work products that may be issued to them or are in their possession or control, including but not limited to:
 - a. Identity Cards
 - b. Library books
 - c. Office or building keys
 - d. Security passes
 - e. Computers
 - f. Diskettes, Pen drives, other media
 - g. Electronic or voice mail codes
 - h. Intellectual property (written materials, work products)
- ii. In the event of separation from employment, or immediately upon request by the Principal or a designee, employees must return all MES property that is in their possession or control.

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- iii. Where permitted by law, MES may withhold from the employee's paycheck the cost of any property, including intellectual property, which is not returned when required.
 - iv. MES may take any action deemed appropriate to recover or protect its property.

56 Green Policy

- i. PHCOA is imbued with a spirit of concern and care for the environment. MES has cultivated a sense of sustainability in all its institutions.
- ii. The transport facility provided by PHCOA helps staff and students reach the College comfortably and reduces the usage of a large number of private vehicles. This reduces fuel consumption and daily carbon emissions.
- iii. Limited use of stationery, plastic, and disposables, reminders to switch off fans and lights when not required, conservation of water and other resources, all contribute to good green practices by staff and inculcate the same in students.
- iv. Environmental sustainability efforts include waste management, rainwater harvesting, public transport, pedestrian-friendly internal roads, green landscaping, natural lighting in classrooms, solar lighting of roads and other areas.
- v. Our building is designed for low-maintenance through use of exterior tiles which last up to twenty years without painting. This step reduces our carbon footprint in terms of routine maintenance and consumption of paint. Natural cooling, as the tiles reflect light and heat, is an additional benefit.
- vi. The grounds of PHCOA are manicured, verdant lawns of ample proportions with well-planned gardens covering almost a quarter of a hectare. The imaginative landscaping, with over two hundred varieties of carefully selected plants and shrubs, plus big trees, render PHCOA a green oasis..
- vii. Eight acres of well-cared-for sports grounds for a large number of sports and games invite student participation in athletics and their appreciation of the outdoors.
- viii. Great care has been taken to protect large decades-old trees that provide green cover and have a large environmental impact.
- ix. PHCOA shall endeavor to inculcate appreciation for the environment in all stakeholders as well as make them conscious of what we owe to nature.
- x. PHCOA maintains a special Sustainability Cell, created under the aegis of the Student Council, with participation from students of all classes to cultivate awareness of what each can do to make PHCOA more and more environment-friendly over time.

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- xi. PHCOA observes occasions like Earth Day in a manner to make all staff and students conscious of the current environmental crisis.
 - xii. PHCOA features a dedicated section in the Library for environmental topics, research and news.
 - xiii. PHCOA conducts a regular “green audit” to ensure that green practices are in place and to develop ways to reduce its carbon footprint.
 - xiv. Water Conservation and Management
 - a. Rainwater harvesting system and recharge pits.
 - b. Reuse of harvested water in gardening and outdoor cleaning purpose.
 - xv. Waste management Process:
 - a. Segregation of waste at source.
 - b. Biodegradable waste from kitchens and gardens shall be fed to Bio-composting pits.
 - c. E-waste generated shall dealt with in appropriate manner by outsourcing the waste to recycling agencies.
 - xvi. Plastic free campus initiative:
 - a. Plastic Free Campus Policy is stated in the policy handbook. The college takes all the measures mentioned in the policy.

57 Athletics, Sports and Extracurricular Activities

- i. PHCOA’s Sports Authority of India-sponsored training centre is a valuable resource for nurturing sports and athletic talent. Well maintained sports grounds allow for a large number of sports and games to benefit the student body.
- ii. A well-equipped and maintained gym and indoor sports facilities are available for all students.
- iii. PHCOA faculty shall strive to identify sporting and athletic talent in students in their first year.
- iv. PHCOA shall provide financial and other support for deserving athletes and required personnel to participate in reputable competitions.
- v. PHCOA shall give athletes and required personnel who participate in University, State and National level competitions grace in attendance and other concessions as per University rules.
- vi. PHCOA shall accommodate athletes who compete in University, State, and National-level competitions if there is a conflict in schedules of competitions and internal examinations.

58 Resource Management and Infrastructure

PHCOA has established transparent and robust procedures for the utilization and maintenance of all physical, academic and support facilities and these are well communicated among all the concerned stakeholders. PHCOA policy calls for the efficient and maximum utilisation of all its resources. Detailed procedures and related policies are as follows:

- i. Resource in charges ensure that
- ii. Resources are ready and available whenever required
- iii. Resources are repaired, calibrated, maintained and upgraded at optimal levels
- iv. Resource utilisation is tracked and records maintained
- v. The availability of a resource is made known to PHCOA and campus community
- vi. Principal or Head of Department is notified when a resource is under utilised or not utilized

58.1 Below is a non-comprehensive list of major resources of the College.

RESOURCE TYPE	NAME OF RESOURCES	ROOM NO.	FLOOR
ROOMS	Principal and administration office	101	1 st floor
	Conference room	102	1 st floor
	Examination room	107, 108	1 st floor
	Research and development room, IQAC cell	109	1 st floor
	Faculty room	110, 111	1 st floor
	Computer lab	105	1 st floor
	Lecture room-1 & 2	201, 207	2 nd floor
	Studio- 1 & 2	202, 203, 208, 209	2 nd floor
	Girls common room	204	2 nd floor
	Computer lab	205, 206	2 nd floor
	Surveying lab	210	2 nd floor
	Environmental lab	211	2 nd floor
	Model-making lab and carpentry	212	2 nd floor
	Multipurpose hall	301-306	3 rd floor
	Exhibition/jury room	307-311	3 rd floor
	Lecture room-3, 4, 5, 6	401, 407, 404, 410	4 th floor
	Studio- 3 & 4	402, 403, 408, 409	4 th floor
	Server room	405, 406	4 th floor
	Material museum	411	4 th floor
	Studio- 5, 6, 7	501, 502, 503, 504, 508, 509	5 th floor
	Games room	505, 506	5 th floor
	Plumbing lab	507	5 th floor
	Lecture room 9	510	5 th floor
Electrical and lighting lab	511	5 th floor	
Studio- 8, 9, 10, 11	601, 602, 603, 604, 607, 608, 609, 610	6 th floor	
Committees room	605, 606	6 th floor	
Lecture room 10	611	6 th floor	
Studio 12, 13	701, 702, 707, 708	7 th floor	
Lecture room – 11, 12	703, 709		
RESEARCH AND INNOVATION			

CENTERS			
LIBRARY	Infrastructure, books, e-resources, IT facilities		3 rd floor
IT RESOURCES	Computers and networking resources	Computer lab, library	
	Portable projectors, laptops, and other equipment	Lecture rooms, studios, multipurpose hall, exhibition room	
	Wi-Fi		Entire campus
SPORTS	Sports ground		
	Gymkhana		
	Rifle shooting	705, 706	7 th floor

58.2 Utilization of Resources

Availability of any resource is verified with the concerned In-Charge.

- a. Permission for use is taken from the Principal in writing.
- b. This note is given to the In-Charge so as to make the resource available.

58.3 Procedure for Repairs and Maintenance of Resources

- i. Every In-Charge regularly checks the resources in their custody to verify proper working condition.
- ii. Non-working items are reported to the Resource in charge, Principal..
- iii. Principal/administrative staff compiles all complaints and segregates them in urgent and annual maintenance categories
- iv. Urgent maintenance or repair of equipment or resources is done immediately after the approval of the Principal.
- v. Repair and maintenance of all resources, both completed and pending, is reported in detail by respective in-charge employees to their Principal at the end of every academic year after thorough inspection of all equipment.
- vi. When the in-charge deems a resource to have such costly maintenance or repair needs that it demands replacement, quotations are then invited and if cost exceeds more than Rs. 10,000/- the purchasing procedure is followed through the purchase committee.
- vii. After the repair of any resource the concerned In-Charge verifies satisfactory condition and approves the bill for payment.
- viii. All physical facilities are supported by a continuous supply of electricity with generator sets of adequate power. The generators and all supporting machinery are well maintained for undisturbed performance.

59 Duties of Laboratory or Workshop In-Charges and Lab Assistants

59.1 Duties and responsibilities of Laboratory and Workshop In-Charge:

- i. Maintain the Dead Stock Register and Consumable Register.
- ii. See that the facilities in all labs are adequate so that each student has ample opportunity to complete work satisfactorily.
- iii. Organize laboratories and workshops for examinations.
- iv. Hold responsible anyone causing any breakage, damage or loss, and recover costs.
- v. Prepare requisitions of consumables as required, to be submitted to the Principal, who in turn verifies the same and forwards it to the concerned person for necessary action.
- vi. In-charge shall be available for maintenance and care of resources of the college
- vii. The In-Charge ensures that labs have an adequate number of well-maintained computers and that these are connected to each other by a LAN; that all required facilities like printers and scanners are available in sufficient numbers.
- viii. The In-Charge makes computing facilities available for online examinations of various government and non-government organizations.

59.2 Duties and responsibilities of Lab Assistants:

- i. Lab Assistants assist the respective faculty in charge for smooth functioning of the lab.
- ii. Lab Assistants shall be available for maintenance and care of resources of the college
- iii. All Lab Assistants, in coordination with the respective faculty In-Charge, are required to report matters like maintenance or repair needs, theft, damage etc, to the Principal.
- iv. Any other duty as may be assigned by the faculty in charge of the lab, the Principal, or the CEO or Administrator from time to time.

59.3 Damage and Theft in Labs and Workshops

- i. In-Charges and Lab Assistants are required to report in writing immediately to the Principal when they come to know of any missing or damaged item from their Lab. They also have the responsibility to investigate the loss, determine appropriate compensation, and suggest further action to prevent a similar occurrence.
- ii. If a student is responsible for loss or damage, an amount equal to two times the cost of the item's repair or replacement, plus a contingency charge as a fine, shall be levied.
- iii. Students are not permitted to purchase a replacement item.

60 Safety and Security Policy

- i. The safety and security of all stakeholders is of utmost concern to PHCOA's administration, with no compromises and zero tolerance for any breach. In any occurrence of an untoward incident on College premises PHCOA will always shoulder its responsibility.
- ii. PHCOA administrators shall always remain alert about the safety and security of all stakeholders and especially of students.
- iii. PHCOA administrators shall provide the fastest possible medical help in case of any medical emergency such as accident, personal medical issue, or other health emergency, and shall ensure that all stakeholders are aware of how to summon aid.
- iv. PHCOA administrators shall have regular safety audits of buildings, laboratories, workshops and other facilities.
- v. PHCOA administrators shall always maintain a clean and healthy workplace and a pleasing environment in appearance and functionality.

60.1 Fire Safety Policy

- i. PHCOA has fire safety equipment present in all laboratories and public places. In case of minor fires these can be used for fire suppression.
- ii. Care should be taken that firefighting equipment is handled by experienced faculty or staff whenever required and all faculty and staff should be familiar with its operation.
- iii. In the event of larger fires, people who are closest to the fire evacuate first, followed by persons who are not in immediate danger.
- iv. During fire evacuation the use of lifts and elevators is prohibited.
- v. All personnel report to the cricket ground as a point of assembly in case of a fire or a fire drill.
- vi. In case of a large fire:
 - a. Alarm must be sounded
 - b. All personnel must evacuate
 - c. Power to the building must be shut down
 - d. Fire brigade and emergency services must be notified

60.2 Medical Emergencies Policy

- i. First aid procedures are learned during appropriate First Aid Courses which all personnel are encouraged to take. This policy does not cover specific first aid or CPR sequences. Refer to training materials, skills learned, and or directions on prescribed medications for specific guidance on treatment procedures.

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- ii. This policy outlines staff actions to take during minor and major medical emergencies on and off campus during site visits/study tours.
 - iii. For minor injuries or illness on campus:
 - a. Minor injuries are unlikely to cause permanent damage or disability or to be a threat to life or limb and may not require the care of a medical professional.
 - b. Notify College doctor and Principal's office.
 - c. College doctor or school staff administer first aid to the best of their training and ability.
 - d. Parents are notified if deemed necessary.
 - e. Staff witnessing the accident or providing first aid complete an accident report.
 - iv. For major injuries or illness on campus:
 - a. Major injuries are likely to cause permanent damage or disability or to be a threat to life or limb and require the care of a medical professional.
 - b. Notify campus security immediately.
 - c. Notify the Principal's office and arrange for the doctor on call.
 - d. Security will provide a college ambulance for transport to the nearest hospital or emergency clinic.
 - e. College staff, administer first aid to the best of their training and ability.
 - f. Principal or designee calls the parent or guardian immediately.
 - v. For injuries or illness during field trips:
 - a. The field trip coordinator should ensure that appropriate first aid equipment and supplies are available during the trip.
 - b. It is advisable that at least one staff person or chaperone (parent, guardian, or other volunteer) has a cellular phone in case the emergency occurs during transport.
 - c. Permission slips with emergency care release or parent/guardian phone numbers must be with the field trip coordinator or their designee.
 - d. Designated staff administers first aid.
 - e. If illness or injury is major a staff member accompanies the student to the nearest hospital in the college ambulance
 - f. Field trip coordinator or designee calls parents or guardian immediately.

61 Plastic Free Campus Policy

The PHCOA shall, will strive to reduce the use of plastics in its campus, in particular single use plastics.

Following the mantra REDUCE, REUSE & RECYCLE, the college has resolved to implement phase-wise action plan on the reduction of plastics in the following fashion.

- i. Avoid single-use plastic packing materials in canteen & stores.
- ii. Identification & implementation of replacements for alternative food and beverages that are sold in canteen which comes in plastic packaging
- iii. Reduce single-use plastic bottles of 1 liter or less in volume for in-house meetings & events
- iv. Reduction in usage of Single-use plastic banners
- v. Segregation of Non-Biodegradable plastics by House Keeping staff & safe disposal of the same through authorized agencies.
- vi. Discourage use of plastic materials used for decorations at the events.
- vii. The college will deploy a team of student volunteers who will monitor the planning and implementation of this phased plastic reduction in the campus.
- viii. All those organizing or hosting events and activities in college premises are responsible for ensuring compliance with the policy.
- ix. College management is responsible for ensuring that the necessary facilities and procedures are in place to enable implementation of the policy.
- x. The Committee will also be responsible for encouraging catering and retail outlets to use eco-friendly materials for their packing or serving of food & beverages
- xi. Every student will strive to make his/her household plastic free.
- xii. Installation of necessary alternative facilities like water units to avoid the purchase & use of plastic water bottles.
- xiii. Ensure presence of alternative solutions like cloth bags etc., to plastic bottles, covers and other goods on campuses.
- xiv. Conducting events and poster competitions etc. on designing ecological and environment friendly goods to minimize the use of single use plastic.

62 E – Governance Policy

E Governance is to be implemented in managing student data, admission records, fee records, examination records, preparation of exam result, library and financial accounting. Adopting e – governance will lead to efficient database management and ease in access of records.

Objectives:

- a. To implementation E-governance in all functioning of the institution.
- b. To provide easy and quick access to information.
- c. To make campus Wi-Fi enabled.

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- d. To make our Classrooms ICT Enabled.
 - e. To establish a fully automated Library.

The college shall adopt following procedure:

62.1 Website:

The website reflects important details on its activities, notices, mes offered, etc., a separate service provider / web designer has been appointed by the college. Training is given to the administrative and teaching staff to make important updates on the website. Separate teams are appointed for the administration of the college website. The team looks after the process of updating, maintaining and working of the website on a regular basis. All the important notifications have to go live on the website as and when they are released.

62.2 Student Admission:

An admission process is to be carried out as per the regulations of University of Mumbai. The college's brochure is to be displayed on the website and shall contain guidelines for the admission process. In addition, an admission portal is to be used for managing the admissions in the college. Students are required to submit a separate online application form for taking admission for a me in the college and for this purpose an online software is to be used by the admission coordinator and admin staff

62.3 Accounts:

The accounts of the college are to be maintained using Tally. Appropriate security measures are to be adopted to maintain confidentiality of the transactions. The college shall also use 'Sensys' to manage Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts, TDS, Provident Fund, Allowances, etc. Payments shall generally be made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

62.4 Library:

The institutional library shall subscribe to new journals and books regularly. Recommendations are to be taken from the teachers while subscribing to the resources. Teachers shall apply to get books of different authors for the subjects they are teaching. The Library shall adopt KOHA- ILMS, Library Space-Institutional Repository, National Library and Information Services Infrastructure for Scholarly Content database-which provide access to e- resources to students, researchers & faculty members.

The library shall use TURNTIN software for plagiarism check and encourages the students and faculty members to write quality research papers.

62.5 Administration:

Attendance Management Software is to be used by administrative staff to generate monthly reports. The administrative staff shall use Advanced Excel and File Management System tools to maintain effective database, and also to provide a hassle free, convenient access to records. The college shall look into opportunities to automate some of its functions related to administration.

62.6 Examination:

The data entry for theory and sessional marks is to be carried out by the examination administrative staff based on the records of marks submitted by the teaching faculty. The result is to be generated and verified using the examination software adopted by the college.

62.7 Alumni:

In order to strengthen our alumni relationships, a separate alumni page is to be created and maintained on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects.

62.8 ICT Tools:

The college shall ensure that it has adequate number of desktops and laptops for students and staff. The institution shall adopt ICT enabled classrooms, seminar halls, laboratories and auditorium. Faculties shall be encouraged to use ICT tools for effective teaching and learning.

63 Resource Mobilization Policy

The Institution has a transparent and well-planned financial management system in which Tuition fee is the main source of funds. The Institutional budget is the primary instrument of fiscal control and, accordingly, contains all projected revenues and expenditures of the administrative and academic s. The finance policy focuses on achieving the goals of the institution ensuring accountability and transparency. The Management body coordinates and monitors the optimal utilization of the funds for the promotion of student and faculty centric learning methods.

The Institutional Budget is prepared by the Finance and Accounts Committee. The Budget includes the following:

- i. Funds are allocated to meet the infrastructure and other requirements of the institution from time to time.

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- ii. The management provides financial support to seminars / workshops /expert talks/association activities/faculty development program as per the proposed plan.
 - iii. The extracurricular activities of the students are organised and adequate funds are provided for sports and cultural activities.
 - iv. Institutional funds are also used for documentation expenses such as printing and stationary for administrative use.
 - v. Scholarships and free ships are provided to the students as per the guidelines.
 - vi. Provident fund (PF) benefits are provided to the appointed staff.
 - vii. Tuition fee is used for the enhancement of infrastructure and academic activities.
 - viii. Transparency and accountability is ensured by conducting an annual audit of the financial statements.
 - ix. The institutional budget committee prepares the overall budget of the college including labs, library, etc incorporating the requirements received for approval to the Governing Body.
 - x. The Governing body grants final approval to the institutional budget for the academic year

63.1 Library Budget

The librarian prepares the budget for the library and forwards the same to the institutional budget committee.

It includes provisions for the following, but not limited to

- i. Purchase of physical books, journals, periodicals and magazines for the library.
- ii. Development and maintenance of library software.
- iii. Purchase of e-journals and e-resources.

63.2 Non-Budgetary Expenses

In certain circumstances, it might be required that non-budgeted or non-planned expenses need to be accounted for. In such cases, the principal and a management representative can approve an emergency expenditure of up to Rs 2,50,000 /-

A report on the expenditure is to be submitted to the management.

63.3 Monitoring and Evaluation of Resources

The Institution has a transparent and well-planned financial management system in which tuition fees are the main sources of funds. The resource mobilization policy of the college focuses on achieving the goals of the institution ensuring accountability and transparency. The management of the institution along with the Institutional budget committee of the college monitors the optimal utilization of the funds for the promotion of student-centric and faculty and staff centric ecosystem. The expenditure is audited by internal / external auditor as per the guidelines.

63.4 Strategies for Resource Mobilization

Tuition fee is used for the infrastructure, academic activities and salaries. Transparency and accountability is ensured by conducting an annual audit by the auditor. Internal audits and external audits from the Chartered Accountant ensure that the mobilization of the resources are being done properly. On behalf of the Management, all daily transactions are verified by the Principal of the college.

The internal audit of accounts is done by the internal auditor periodically. They verify all financial transactions. At the end of every financial year they prepare annual financial statements and audit reports.

The College Development Committee takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings.

63.5 Procedures for Resource Mobilization

The types and methods of resource mobilization are approved by the Governing Body of the college.

64 Gender Equity Policy

Gender equality is an international commitment and recognized as a prime Sustainable Development Goal. Gender inequality, violence and discrimination are condemned as a form of human rights violation, a transgression of common dignity and an infringement on life and liberty as defined by the Constitution of India and fundamental rights. India's support for gender equity, sensitivity and equal opportunity are expressed in Articles 14, 15, 19(1)(g), 21 of the Constitution of India. India's ratification of the International Covenant on Economic, Social and Cultural Rights (in 1979) and the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW, ratified in 1993), Resolutions of the Fourth World Conference on Women in Beijing in 1995 confirm the country's commitment to gender equity. This policy will be guided by the provisions in the following:

64.1 International Instruments:

- i. Universal Declaration of Human Rights, 1948
- ii. International Covenant on Economic, Social and Cultural Rights (ICESCR), 1966
- iii. Convention on the Elimination of All Forms of Discrimination against Women, 1979
- iv. Convention on Rights of Persons with Disabilities, 2006

64.2 Indian Legislation:

- i. The Sexual Harassment of Women at Workplace (PREVENTION, PROHIBITION and REDRESSAL) Act, 2013
- ii. The Criminal Law (Amendment) Act, 2013
- iii. Protection of Women from Domestic Violence Act, 2005
- iv. The Indecent Representation of Women (Prohibition) Act, 1986
- v. The Immoral Traffic (Prevention) Act, 1956
- vi. The Indian Penal Code, 1860
- vii. The Indian Evidence Act, 1872

64.3. Others

UGC Saksham Measures for Ensuring the Safety of Women and programs for Gender Sensitization on Campuses

i. Objectives of The Policy

- a. To fulfil the National commitment to gender equality.
- b. To prevent violations of National Acts that prohibit gender injustices, aim to redress any violations of gender-based rights and to work towards the empowerment of women.
- c. To create a gender sensitive environment that respects gender diversity and the intersectionality of other marginalities.
- d. To ensure equal opportunity to all women without any discrimination.