

Satish Misal Educational Foundation's



BRICKTM
SCHOOL OF ARCHITECTURE



INSTITUTE GOVERNANCE

Roles, Functions and Responsibilities

ABSTRACT

S.M.E.F.'s Brick School of Architecture is committed to fostering a dynamic learning environment that prepares students for professional practice and leadership in the field of architecture. This document is framed in line with the vision and mission of the institute and outlines the roles and responsibilities of various stakeholders within the institute, including faculty, staff, students, and administration, in ensuring the delivery of high-quality education and the advancement of architectural knowledge. By clearly defining these roles and responsibilities, we aim to promote a culture of collaboration, innovation, and excellence within our academic community

**IQAC Coordinator, Ar. Shraddha
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1. Institutional vision and mission statement

Vision

SMEF's Brick School of Architecture to be recognized for imparting holistic learning and research oriented architecture education in an inclusive learning environment where teachers effectively engage with students and impart the ability to communicate, collaborate and compete in a global economy with strong skills, in-depth knowledge and humility.

Mission

- Creating an open platform that welcomes every student from diverse cultural backgrounds and unique thought processes.
- Giving every student the freedom to learn, and the encouragement to become life-long learners.
- Building a bridge between teachers and students to ensure open communication and promote a two-way learning process.
- Developing social-emotional learning with skills like respect, listening, self-awareness & foster mindfulness in education.

Core Values

- Creativity and Intellectual Curiosity
- Excellence
- Integrity and Prudence
- Leadership and Resourcefulness
- Humility and inclusive environment

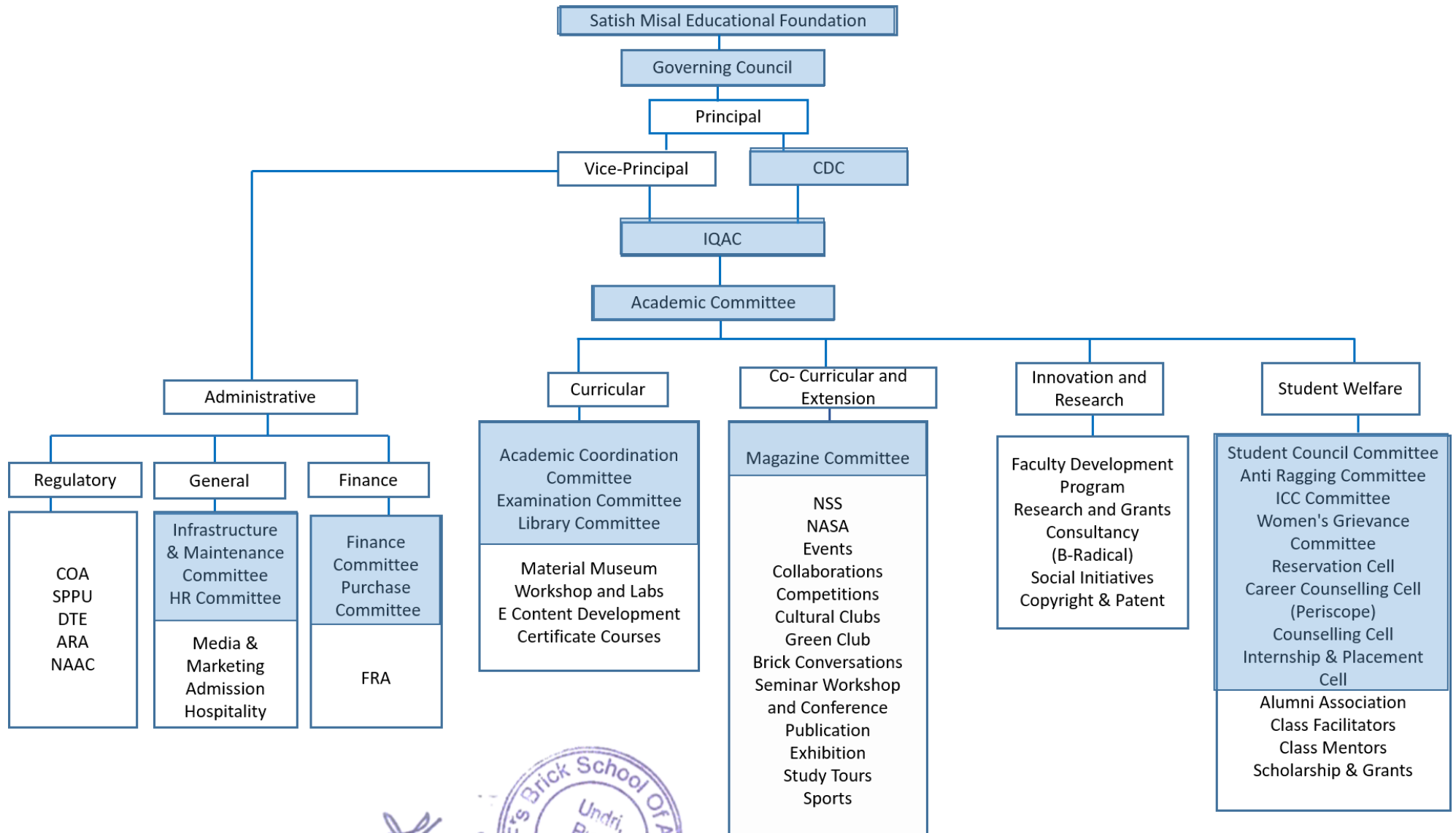


Philosophy

Creating an open platform for learning that welcomes every student from diverse cultural backgrounds and unique thought processes. Giving every student the freedom to learn, and the encouragement to become life-long learners. Promoting education across all branches and sectors, thus promoting a holistic learning experience that extends beyond classrooms. Building a bridge between teachers and students to ensure open communication and promote a two-way learning process. Embracing the new role of teachers as facilitators, mentors, creative instructors, and even challengers at times. Developing social-emotional learning with skills like respect, listening, self-awareness and attention to foster mindfulness in education.

In line with this vision, mission, core values and philosophy, the institute has given importance to every minute aspect of holistic development of the students and institute as a whole.

2. Organogram



3. Governing Council

S.M.E.F.'s Brick School of Architecture has, a board of trustees, and they play major role of governing the institute, and ensuring that it operates within the legal and ethical framework set by relevant authorities. They have established the institutional mission, vision, and philosophy. The Governing Council is the highest administrative body of the institute and its function are given below:

Constitution of Board of Trustees

The present board of trustees in the institute is comprised of the President, the Vice President, the secretary and esteemed trustees.

Sr. No.	Name	Designation	Designation of GB
1	Smt. Madhuri Misal	President, Satish Misal Educational Foundations	Chairperson
2	Dr. Pooja Misal	Secretary, Satish Misal Educational Foundations	Member secretary
3	Ms. Tirtha Misal	Trustee, Satish Misal Educational Foundations	Member
4	Mr. Karan Misal	Trustee, Satish Misal Educational Foundations	Member
5	Dr. Poorva Keskar	Principal	Member
6	Ex-officio	Nominee of State Government	Member
7	Ar. Sandeep Mahajan	Nominee of the affiliating University/Board	Member
8	Ar. Vishwas Kulkarni	Industrialist	Member
9	Ar. Manali Deshmukh	Professor (B. Arch Department)	Member
10	Ar. Nalini Naik Nimbalkar	Professor (M. Arch Department)	Member
11	Ar. Sudhir Deshpande	Associate Professor	Member

Periodicity of Meeting: Twice in a year

Responsibilities and functions

- Formulizing Policies:** The board develops and approves policies that govern various aspects of the institute's operations, including academic policies, financial policies, and administrative policies.
- Financial Planning:** The board is responsible for the financial health of the school, including approving budgets, monitoring financial performance, and ensuring the proper management of resources. The board also manages the institution's investments, assets, and liabilities.
- Fundraising and Development:** The board is often involved in fundraising activities, helping to secure resources and support for the institutional programs and initiatives.



Overall, the board of trustees plays a critical role in providing strategic direction, ensuring accountability, and supporting the long-term success of the school of architecture.

4. Principal

The Principal of a school of architecture plays a crucial role in the overall management and leadership of the institution. This is a torch bearing position for whole institute.

Responsibilities and functions of the Principal

The Principal, is at the apex of the school's administration and academic leadership. She works closely with the Vice-Principal and the College Development Committee (CDC) to ensure smooth governance and strategic direction.

Under the Principal's purview are several critical administrative and academic components, structured into distinct branches. The **Administrative division** encompasses Regulatory, General, and Finance segments. Regulatory tasks involve compliance with bodies like the Council of Architecture (COA), Savitribai Phule Pune University (SPPU), and the Directorate of Technical Education (DTE). The General administration covers infrastructure maintenance, media and marketing, human resources, admissions, and logistics. The Finance section includes handling the Fee Regulatory Authority (FRA), and Purchase committees.

The **Academic Committee** is another significant branch under the Principal's leadership, ensuring the academic rigor and quality of the curriculum. This includes Academic Coordination, Examination, Library Committee, Material Museum, Workshops and Labs, E-Content Development, and Certificate Courses.

The **Co-Curricular and Extension** branch focuses on holistic student development beyond academics. It includes various activities and clubs such as the National Service Scheme (NSS), National Association of Students of Architecture (NASA), events, collaborations, and other cultural, environmental, and sports activities.

The **Innovation and Research Cell** spearheads faculty development programs, research and grant acquisition, consultancy projects, social initiatives, and intellectual property management.

Finally, the **Student Welfare** division ensures a supportive and inclusive environment. This encompasses the Student Council, anti-ragging measures, Internal Complaints Committee (ICC), Women's Grievance Committee, Reservation Cell, counselling, internship and placement support, Alumni Association, and mentorship programs.

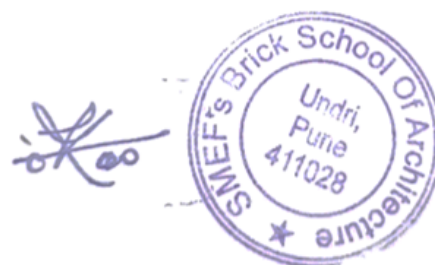
In essence, the Principal orchestrates these multifaceted roles, fostering an environment conducive to academic excellence, administrative efficiency, and overall student well-being.



5. Vice Principal

Responsibilities and functions of the vice principal

1. **Leading various committees-** The Vice- Principal plays lead role and mentor various committees and portfolio of the institute. These include- collaborations, consultancy cell (B_Radicl), societal concern projects, events, library, certificate courses, etc. S/he takes regular reviews of all the portfolios along with the Principal.
2. **Monitoring of overall teaching and learning process-** Vice-Principal does timely and reasonable assessment process of academic performance of the students. S/he monitors the teaching learning processes in terms of attendance and performance of the students and ensuring efforts to help the poor performers become good performers and good performers to excel in the area of their expertise.
3. **Finer detailing of academic planning:** The Vice-Principal takes care that there is equal distribution of academic load on the students. In this regard, along with the regular timetable there is one more detailed timetable of all the assignments, which is called "*Exploration Planner*". This is jointly prepared by all the subject faculties of the respective batches and this eliminates the overlap of heavy submissions.
4. **Quality Assurance:** Vice-Principal organizes the teaching plan presentation at the beginning of the semester. For this s/he, does Internal assessments and reviews. Implementation of the internal assessment process is based on the guidelines stated in the TQAT, monitoring the overall internal assessment process. The final stage of review is at the end of the semester. Vice-Principal reviews and monitors the feedback given by the external examiners and draws the learning to enhance the quality for the upcoming term.
5. **Monthly review of the academic performance-** Vice-Principal takes batch wise meetings of the subject faculties to understand the attendance and performance of the students. The defaulter students are allotted mentors and remedial sessions are also conducted to cover up the losses by these defaulter students. The critical students are informed on mail and in the extreme case the e-mails are sent to their parents. The aim of this exercise is to help the students in improvise their academic front.
6. **Taking Feedback from the students and faculty:** The Vice-Principal along with the Principal organizes the feedback and reviews from the students, faculty and administrative staff. They together analyze the same to chalk down the strategic plans for the upcoming semester.



6. College Development Committee

The College Development Committee (CDC) in the Institute plays a crucial role in the overall development and functioning of a college. The College development committee (CDC) is responsible for preparation of comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities.

Functions:

1. To decide about the overall teaching program/annual calendar of the college.
2. To recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
3. To take review of the self-financing courses in the college, if any, and make recommendations for their improvement.
4. To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
5. To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
6. To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
7. To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
8. To prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval.
9. To formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
10. To make recommendations regarding the students' and employees' welfare activities in the college or institution
11. To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
12. To frame suitable admissions procedure for different programmes by following the statutory norms
13. To plan major annual events in the college, such as annual day, sports events, cultural events, etc.
14. To recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution
15. To consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc
16. To recommend the distribution of different prizes, medals and awards to the students
17. To prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university.
18. To perform such other duties and exercise such other powers as may be entrusted by the management and the university.



College Development Committee Members List 2023-24

Sr. No	Name	College Designation	Designation
1.	Smt. Madhuri Misal	President	Chairperson
2.	Dr. Pooja Misal	Secretary	Member Secretary
3.	Dr. Poorva Keskar	Principal	Head of Institution
4.	Ar. Manali Deshmukh	Academic Co-ordinator	Teaching staff representative
5.	Dr. Vaidehi Lavand	Associate Professor	Teaching staff representative
6.	Ar. Sudhir Deshpande	Associate Professor	Teaching staff representative
7.	Mr. Chandan Chogule	Accountant	Non-Teaching staff representative
8.	Mr. Bhairumal Sutar	College Alumni	Local Member (Industry and Alumni)
9.	Ar. Mayuresh Shirolkar	NA	Local Member (Education)
10.	Dr. Shruti Nigudkar	NA	Local Member (Research)
11.	Ms. Manasi Deshpande	NA	Local Member (Social Service)
12.	Ar. Shraddha Manjrekar	Associate Professor	IQAC Co-ordinator
13.	Mr. Vedant Joshi	Student	President, College Student's Council
14.	Mr. Anunad More	Student	Secretary, College Student's Council

Periodicity of Meeting- Frequency of meeting is 4 times in a year.



7. Internal Quality Assurance cell (IQAC)

The institute had established College Development Committee (CDC) in the beginning years, which was primarily responsible for academic and infrastructure related development of the institute. The institute had Academic committee to look into holistic development of academic systems. Hence the quality in multiple aspects was looked after these two committees in the initial years of the institute. The management of the institute decided to go for National Assessment and Accreditation Council's (NAAC) accreditation and adopted the guidelines given by NAAC and constituted a cell named as Internal Quality Assurance cell (IQAC) as a quality sustenance measure in year 2018-19. The members of CDC and academic committee had taken lead in this process. The already developed systems and processes remained in place and some newer processes and members were added to these.

IQAC has major role of development of the systems that promote the holistic academic excellence and make students of the institute as responsible citizen of the Nation.

The major areas of '*quality*' in S.M.E.F.'s Brick School of Architecture are categorized as follows:

1. Academic Quality
2. Holistic development of students and faculty
3. Establishing and nourishing connections with the industry and organizations
4. Development of physical and academic infrastructure in the institute
5. Positivity and well-coordinated team work in all the processes
6. Thoughtful organization of the academic, cultural and sports related activities

Constitution of IQAC

The IQAC of the institute has been constituted in line with the NAAC guidelines. The following structure for the constitution of this cell

- a) Chairperson: Head of the Institution
- b) A senior administrative officers
- c) Accounts officer
- d) Three faculty members
- e) One member from the Management
- f) One/two nominees from local society, Students and Alumni
- g) One/two nominees from Employers /Industrialists/stakeholders
- h) One of the senior teachers as the coordinator/Director of the IQAC

Responsibilities and functions of IQAC



IQAC as a team and various members of IQAC as lead members look into following roles and responsibilities.

- a) **Regulatory compliances-** The institute is bound by a number of compliance by UGC, the University, Council of Architecture, India, and NAAC. IQAC monitors that institute not only stick to the regulatory compliances, but also perform over and above of these while practicing in line with the vision and mission of the institute.
- b) **Defining the thrust areas-** The major thrust areas of the institute are defined by the IQAC and every year's strategic goals are set under these thrust areas.
- c) **Formulating the strategic plan-** The strategic plan in line with the vision and mission of the institute is prepared by IQAC for plan period of 5 years. Each year they set measurable targets for each of the thrust area. They set benchmarks in terms of qualitative and quantitative aspects of the institute, and do strategic planning to achieve these benchmarks. They also plan for making conducive work environment so that these targets are achieved. This plan does consider the development of the systems that regards the intellectual as well as emotional side of the employees, and provide them conducive work environment.
- d) **Monitoring and scrutinizing the Strategy Plan-** The strategy plan needs to be monitored and scrutinized time to time. The progress of the institute on various fronts is monitored by the IQAC, and quality check is done in all the actions. The quantitative targets are important, and maintaining work quality to meet these targets is equally important. For example, the number of books to be added in the library is a quantitative measure, however the books with good content are purchased, and faculty and students are benefitted by these purchases is a quality check. Such types of checks are done for all the portfolios.
- e) **Setting the standard systems for the academic quality-** The major thrust areas of academic quality are fixed by Academic Coordination Committee, however IQAC sets standard systems for enhancement of academic quality and its administration. This includes quality norms and standard formats of system for- outcome based education, site visits, experiential learning, collaborations, exposure tours, teaching documentation, e-content preparation, etc.
- f) **Documentation for NAAC-** IQAC coordinator owns the work of systematic coordination of all the portfolios, and documentation of these works in the systematic format. The standards of these formats are defined and designed by the IQAC. They play major role in final compilation of **Self Study Reports (SSR)** and **Annual Quality Assurance Reports (AQAR)**.
- g) **Regular meetings-** The regular meetings of IQAC with all the internal team members on bimonthly basis and with the external members, once in six months is the protocol followed by IQAC. All the minutes are documented and action points are defined. Every

meeting takes overview of the progress of the action points defined in the last meeting and sets agenda for next meeting too.



8. Administrative Functions

8.1 Regulatory Functions

All regulatory functions are headed by administrative wing of the institute. The accreditation and approval from various regulatory organizations including Council of Architecture (COA), Savitribai Phule Pune University, Pune (SPPU), Directorate of Technical Education (DTE), Admission regulatory Authority (ARA), etc. are handled by administrative unit of the institute. NAAC being a wholesome process it is jointly handled by IQAC, faculty and administrative unit. - Head of General Administration assists the director and the principal to meet the prerequisites of all the mandates required to run the institute.

8.2 General functions

8.2.1 Infrastructure and Maintenance committee

The committee acts as a liaison between students, teaching staffs and college administration for any infrastructure related issues. It is responsible for providing safe, hygienic and standard institute facilities for all the students.

Functions:

1. To providing safe, clean, hygienic, secured and standard infrastructure facilities for all the students and staff.
2. The committee sees to the allocation and maintenance of infrastructural facilities in the premises.
3. The committee will take care of regular infrastructure maintenance activities.
4. The committee will hold regular meetings with students as well as staff to assess the infrastructural issues and needs and will work on it to solve the issues.
5. Assessing the need for procurement of new materials/services and /or repair of existing infrastructure facilities. The Committee will report the requirement to Administrative Head/Academic Coordination Committee (ACC).
6. Decisions related to repairing and maintenance costing below Rs. 10000/- will be taken directly by Chairperson which should be ratified later by IQAC.

Periodicity of Meeting- Frequency of meeting should be quarterly in a year.

Infrastructure Committee Members List

1	Designation
2	Chairperson
3	Member Secretary
4	Member
5	Member
6	Management Representative

8.2.2 HR Committee

Established in June 2015, the main objective of HR Committee is the manpower planning and recruitment as per the guidelines and directives issued by Council of Architecture, University Grant Commission and Savitribai Phule Pune University from time to time. This committee is also focus on quality improvement and continuity of staff.

Functions:

- 1) To recruit teaching and non-teaching staff on Ad-hoc as well as permanent/through University and COA selection procedure
- 2) To formulate and review the leave rules and regulations for teaching and non-teaching staff in accordance with current prevailing laws.
- 3) Evaluating and assessing the performance of the staff and discussing the appraisal.
- 4) Review of pay scale in coordination with Account Department

Periodicity of Meeting- Frequency of meeting is twice in a year.

Human Resource Committee Constitution

Sr. No	
1	Chairperson
2	Member
3	Member
4	Member Secretary
5	Member

8.2.3 Social Media and marketing

The social media team is headed by a faculty and a student intern under the guidance of director. They keep update on various events happening in the institute, and post it on the formal page of the institute. Every post on the social media gets approval from the director before posting. These can be found on <https://www.facebook.com/BRICKSchoolPune/> and <https://www.instagram.com/brickschoolpune/?hl=en>

The website team is headed by the director and a faculty head. They work in close association with all the portfolios to update and enhance the website from time to time.

8.2.3 Administration Coordination Committee



Established in June 2015 the main objective of Administration Coordination Committee is to ensure smooth functioning of Administration of the Institute

Functions of Committee:

Looking after the smooth functioning of various departmental activities like:

- a. Admission
- b. Accounts and Finance
- c. Exam
- d. Transportation
- e. Hostel
- f. Canteen
- g. General Maintenance
- h. Government Compliances
- i. Students Scholarship

Administration Coordination Committee 2023-24

Sr. No	Name	Designation
1.	Dr. Poorva Keskar	Chairperson
2.	Ms. Rupali Dhanwade	Member Secretary
3.	Mr. Chandan Chougule	Member
4.	Ms. Medha Deo	Member
5.	Mr. Mahesh Pardeshi	Member
6.	Mr. Mushtaq Shaikh	Member
7.	Mr. Sagar Nangare	Member
8.	Ms. Aditi Wadwale	Member
9.	Ms. Sukhada Bahulkar	Member

Periodicity of Meeting- Frequency of meeting is twice in a year.

8.3 Finance

8.3.1 Purchase Committee

The purchase committee shall be responsible for entire procurement process right from identification of potential suppliers to the comparison and evaluation of the quotations and responses.

Functions:



1. To receive the recommendations from the IQAC, members of Academic Coordination Committee (ACC) and Administrative Head for the procurement of any kind of materials and services.
2. To search for the vendors and invite quotations as per the requirement.
3. Evaluating the quotations and preparing comparative analysis report and submitting to IQAC for approval.
4. After receiving the approval preparation of purchase order and coordinating with suppliers for timely delivery of goods and services.
5. After ensuring quality of goods purchased coordinating with finance department for final payment to suppliers.
6. For any kind of purchase below Rs.20000/- and in case of any urgent requirement, Principal will have right to take decision which should be ratified later by IQAC. Similarly for Director this limit for purchases will be Rs 50000/- which should be ratified later by IQAC.
7. In the event of disagreement in the Purchase Committee, the matter will be referred to the IQAC for final decision.

Purchase Committee Members List 2023-24

Sr. No	Name	Designation
15.	Dr. Poorva Keskar	Chairperson
16.	Mr. Chandan Chougule	Member Secretary
17.	Mr. Mushtaq Shaikh	Member
18.	Ms. Sukhada Bahulkar	Member
19.	Ms. Medha Deo	Member

Periodicity of Meeting- Frequency of meeting is quarterly in a year.

8.3.2 Accounts department

The accounts department of the institute plays major roles to operate the financial system, including recording and reporting the cash flow transactions of the institute. The purchase activities of the institute also happen in coordination with the accounts department.

The constitution of Accounts department

1. Chief accounts officer
2. Assistant to Chief accounts officer

Responsibilities and functions of Accounts Department

1. **Financial Reporting:** This department of the institute prepares regular financial reports, including income statements, balance sheets, and cash flow statements, to provide accurate and timely information to the management and stakeholders.
2. **Accounts Payable and Receivable:** This team manages the accounts payable by processing invoices, issuing payments, and ensuring timely payment to vendors. Managing accounts



receivable by fees collection, scholarship providing agencies, research grants, invoicing clients, tracking payments, and following up on overdue accounts.

3. **Following up on fees collection-** This team does review and monitoring of the fees collected and identifies the pending payments and set the system to follow-up with the students and parents.
4. **Payroll Processing:** This team ensures accurate and timely processing of payroll for faculty and staff, including deductions, taxes, and benefits.
5. **Financial Compliance:** This team ensures compliance with relevant financial regulations, policies, and procedures, including tax laws and accounting standards.
6. **Internal Controls:** This team implements and maintains internal controls to safeguard the institute's assets and prevent fraud and misuse of funds.
7. **Financial Analysis:** This team conducts financial analysis to identify trends, variances, and opportunities for improvement in financial performance. They report and publish the financial statements in time.
8. **Budget Monitoring:** This team monitors the budget performance and provides regular updates to the management on variances and financial risks.
9. **Audits:** Coordinating and facilitating external audits, including preparing financial statements and supporting documentation, and addressing audit findings and recommendations.
10. **Financial Policies and Procedures:** Developing and implementing financial policies and procedures to ensure transparency, accountability, and efficiency in financial operations.
11. **Purchase-** The various needs of purchase are identified by infrastructure committee, faculties and various other departments of the institute. The Find reliable suppliers to meet these requirements Negotiate prices, build quality, and delivery terms
12. Set up the order quantities and making bid requests on supply contracts
13. Coordinate delivery and storage operations



9. Academic Coordination Committee

The Academic Coordination Committee (ACC) in Brick school of architecture typically plays a crucial role in overseeing and enhancing the teaching and learning process. They assist in the development of a learner-centred environment that supports high-quality instruction and the professional development of faculty members to enable them to acquire the skills and tools needed for interactive teaching and learning.

Constitution of ACC

The ACC have following members.

1. The Principal
2. The Vice Principal (Academic Coordinator)
3. Four Associate Professors (senior faculty)

Roles and Responsibilities of ACC

The Academic Coordination Committee at SMEF's Brick School of Architecture plays a pivotal role in maintaining and enhancing the educational standards and academic integrity of the institution. This committee is structured into four main branches: Curricular, Co-Curricular and Extension, Innovation and Research Cell, and Student Welfare, each dedicated to specific aspects of the academic environment.



10. Curricular Functions

The Curricular functions of ACC are about overseeing the core academic activities. These functions include:

10.1 Academic Coordination:

Academic Planning: The institutional academic calendar is prepared taking into consideration the declared calendar of the affiliating university (Savitribai Phule Pune University). They plan the timetables for all the batches. ACC ensures the smooth operation of the academic calendar, facilitating course scheduling, coordination between different departments, and monitoring the implementation of the curriculum. The academic planning, administration and coordination in the institute are cyclic and continuous processes, which go on throughout the year. The focus of these activities is towards evolution of teaching and learning quality. These involve taking feedback from the faculty and students, strategic planning for subject and faculty allocation, planning of academic calendar in line with schedules given by the university, organizing and reviewing presentations on TQAT (Teaching and Learning Quality Assurance Tool), etc.

Pedagogical Development: ACC works on pedagogical development of student centric methods of teaching and learning. It is considered that context changes time to time and the generation gap is very fast in the present time, hence the pedagogy needs to be flexible to adopt these changes of time and leaning pattern of the students. Hence this development is a continual process in the institute. Designing and monitoring the system of well-coordinated, stress free and still meaningful learning environment for the students.

Qualitative inputs during the reviews: The members of ACC become part of Thesis and many other important reviews of student design projects, providing feedback and guidance to help students improve their work.

External Engagement: The members of ACC engage with the professional design community, industry partners, and alumni to enhance the school's reputation and opportunities for students. ACC identifies and invite an industrial expert to give feedback on every teaching plan. This is done to bridge the gap between academia and industry.

Faculty development- The institute takes efforts for knowledge and skill upgradation of the faculty, and for this the **Faculty Development Programs (FDPs)** are organized by the institute and also some funds are allocated for these. ACC plans for these FDPs and also encourages the faculty to excel in their own areas of interest.

E-Content Development: This function focuses on creating digital learning materials, ensuring that students have access to high-quality online resources. ACC coordinates with the faculty for this function.



10.2 Examination

The institute is affiliated by Savitribai Phule Pune University, and follows the timelines and schedules given by them. Examination department plays major role in aligning all the examination related activities with the schedule given by the university. The principal appoints CEO (College Examination Officer), who is responsible for smooth conduct of University exams.

Constitution of Examination Department

1. Chief Examination officer (CEO)
2. Exam Coordinator
3. Two administrative officers

Responsibilities and functions of Examination Department

1. To keep updates on all the circulars received and notify the students and faculties accordingly.
2. The execution of the work related to various circulars received from the University within the time limit.
3. To execute the orders/circulars received from the controller of exams (SPPU) on time and take necessary actions.
4. To make the work of examination more effective, strict and efficient
5. To prepare and display the timetables of In-semester exams one week prior to the exams. These timetables are prepared in consultation with the respective course faculties.
6. To schedule the sessional and viva voce examination timetable for every exam.
7. To appoint external and internal examiners for sessional and viva exams as per the schedules given by University.
8. To prepare, display and share on e-mail the examination schedules for viva, sessional and written examinations. Also to notify the changes if any.
9. To take confirmation from external examiners for their availability on the shared schedule with them.
10. To communicate with the faculties for all the regulatory compliances regarding university examination, including examination duties, being present in other institutes for sessional and viva exams, scheduling for theory exam paper correction, and filling in the online marks for all the final exams happened in the institute.
11. To make venue arrangements for sessional and viva exams, and make all the logistic arrangements in terms of transport, food and high tea for the examiners.
12. To conduct the University exams smoothly as per the regulations by the University.
13. To update the faculty and students time to time regarding the norms, notifications from the university regarding exams. Before checking of the theory examination papers the subject chairperson takes meeting with all the respective examiners. The CEO informs about this schedule to the respective faculty in the institute and also takes updates from them after these meetings.
14. To make logistic arrangements in terms of seating arrangement for theory exams, inspector, printing of question papers, etc.
15. To guide and monitor the conduction of practical and theory exams as per the schedule of University exams.
16. To guide the students appearing for University exams.

17. To verify and collect the final mark sheets of the in-semester exams, viva-voce and sessional exams and send them to the respective authorities, such as University, Chairperson etc.
18. Monitoring the exam stationeries received from the university and records of its uses and submits the report of the same to University.
19. To prepare batches in the respective classes and allot the faculty to take responsibility of internal marks entry in the university exams.
20. To resolve and coordinate between faculty for the difficulties faced during marks entry.
21. To address the grievances related to exams.
22. Report the malpractices during the examination if any to the University
23. To maintain the institute and university examination records.
24. To monitor the financial support received from the university and the expenditure incurred thereof and to submit the audited report to the University time to time.
25. To do result analysis and notify the respective faculties about the defaulter students.

10.3 Library Committee

The library committee at S.M.E.F.'s Brick School of architecture works to make library, and reading a routine activity of the daily schedule for all faculties and students. Make library activities a comprehensive tool to develop knowledge and skill set.

Constitution of library committee

The library committee is comprised of one senior faculty, one junior faculty and the librarian. The faculty members are selected by the Principal and/or Vice Principal. They generally select the ones who are avid readers and have knowledge about books.

Responsibilities and functions of library committee

- To encourage students and faculty to read more through interactive sessions between themselves
- To curate events to better the reading, writing, and verbal skills
- To acquire the best books for architecture, and allied reading
- To activate the book club which was formed last semester, and come up with interesting activities/initiatives
- To meet the regulatory aspects, and fulfil SPPU, and COA norms
- To streamline the processes in the library to meet all the objectives mentioned.
- To make library as inclusive as possible in terms of diversity of the knowledge base for architecture as well as other books of interest, so that the administrative staff and ancillary staff also can approach it.

10.4 Material Museum, workshops and labs

Exposure to a variety of building materials helps students to explore innovative design solutions and construction techniques. In these lines the building material museum is set in Brick School of



architecture. This place serves as a valuable resource for students, and faculty. It is comprised of various building materials, brochures, graphical posters of procedures and methods, etc. This place is a common reference point for all the students and faculty for the academics and a general awareness on the building materials and technologies. It provides students with hands-on learning experiences about different building materials, their properties, and applications.

Institute has three labs for doing hands on exercises, these are Surveying and Levelling lab, Climatology lab and Workshop.

Constitution of team

This portfolio is led by a selected faculty by the Principal and the faculties of Building materials, construction, Surveying and Levelling and services and students also are part of this portfolio.

Responsibilities and functions of Material museum and labs' head

- To keep the lab updated with the latest materials and equipment. Regularly curating and maintaining the collection to ensure its relevance and preservation over time.
- To make/coordinate/ take approvals for spatial arrangements needed for new additions of the materials and equipment
- To invite suggestions from students, faculty and outside expert for quality addition in the lab
- To share the information about the museum and lab with the students and faculty
- Collaborating with industry partners to keep the museum updated with the latest building materials and technologies, ensuring its relevance to current practices.

10.5 Certificate Courses

At Brick School of Architecture 'Certificate Courses Cell' is established for holistic development of students. National Education Policy (NEP), India 2020 has emphasized on giving academic flexibility, so that the students get choice to excel in their areas of interest. The institute acknowledges all the talents of the students and believes that they should get opportunities to develop the abilities and skills in their areas of interest. This cell of the institute takes efforts to introduce a wide spectrum of certificate courses that are available online and offline mode to the students. The goals of this portfolio are

- Holistic development of students
- Providing options for flexibility in the curriculum
- Academic enrichment
- As a long-term goal faculty of Brick to develop the courses and conduct these courses in the institute

Constitution of Certificate Courses portfolio

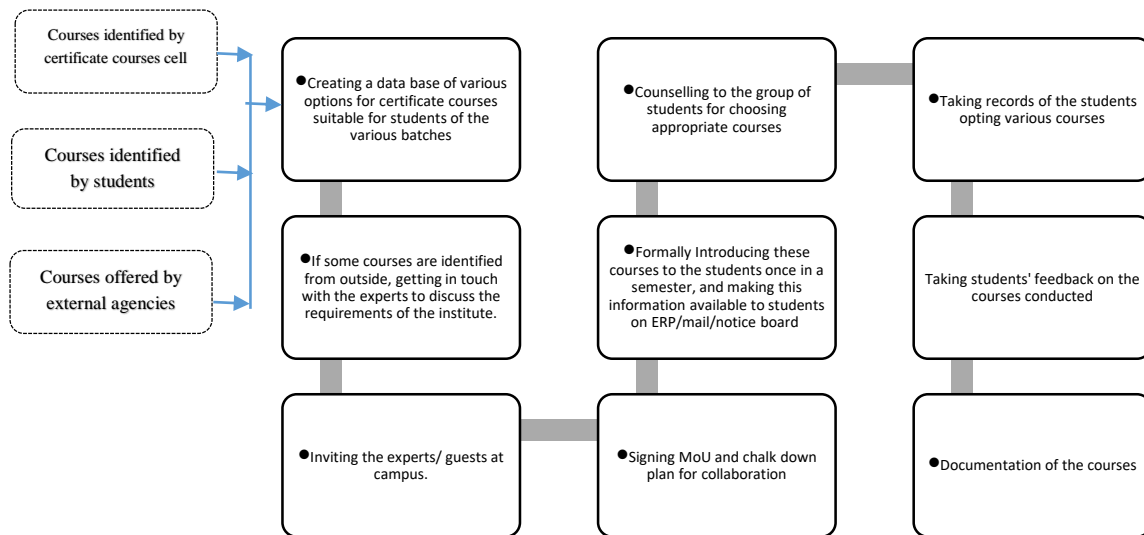
The principal assigns this portfolio to a senior faculty and a junior faculty. Depending on the rotation of the responsibilities the faculty members are changed in this.

Responsibilities and functions



- To do the background work to identify the certificate courses for the year
- To give a presentation of the certification cell for orienting students to take these courses
- To identify the guests/ experts for introducing these courses in the campus
- To coordinate for Signing MoU with these agencies with the collaborations team
- To coordinate with the students for registration under the various certificate courses
- To do time to time updation of data base of the available certificate courses
- To communicate with the students to get the updates of the ongoing and completed certificate courses
- To compile the documentation of the certificate courses

Standard process flow chart of Certificate Courses



11. Co-Curricular and Extension Activities

The Co-Curricular and Extension activities in the institute are given much importance in the institute as they encourage holistic development of the students.

11.1 NASA (National Association of Students of Architecture):

These programs engage students in community service and professional networking. ACC looks into allocation of the responsibilities to the respective faculties. The student council NASA head and NSS representatives report to the Vice Principal and Academic coordinator for the planning, scheduling and executing the activities under NSS and NASA.

National Association of Students of Architecture (NASA), India is a body who organizes the national and regional conventions to provide an intellectual, knowledge, and exposure platform to the students of undergrad architecture for whole nation. These annual conventions include various trophies on which the students consistently work throughout the year. These conventions are also full of workshops, seminars, expert sessions, cultural events and on the spot competitions. The institute is a regular participant and a very good performer in NASA since its inception (year 2012-13).

Constitution of NASA team

NASA team of the institute is headed by a faculty, who is selected by the principal and vice principal. The faculty remains only in a guiding role. The major coordination of NASA is done by a member of student council, who is elected as “NASA Secretary” by the students and the participant students.

Responsibilities and functions of NASA team

The NASA Secretary

- To inform students council about NASA dates, events, proposals and briefs.
- To ensure active participation of students in competitions and conventions.
- To invite guest lecturers and inform students about importance/benefits of NASA.
- To ensure that no student bunks college or misses lectures on the pretext of " NASA work"
- To inform faculty and coordinate with them about leaves and submissions.
- To Inform council about any activities related to NASA and election of the NASA secretary.
- To Attend council meetings.

The faculty Coordinator

- To mentor the students for planning and execution of the works of trophies.
- To guide the students time to time when they are representing the institute in the conventions
- To coordinate with the subject faculties for the absenteeism of the students during NASA conventions, and chalking down the plan of action to cover-up the losses
- To motivate students for producing good quality work, and also to connect them with the experts/ relevant faculties for special guidance

- To co-ordinate the documentation of all NASA activities
- To remain present with the students during the conventions
- To help students to plan travel for site visits, and attending the conventions

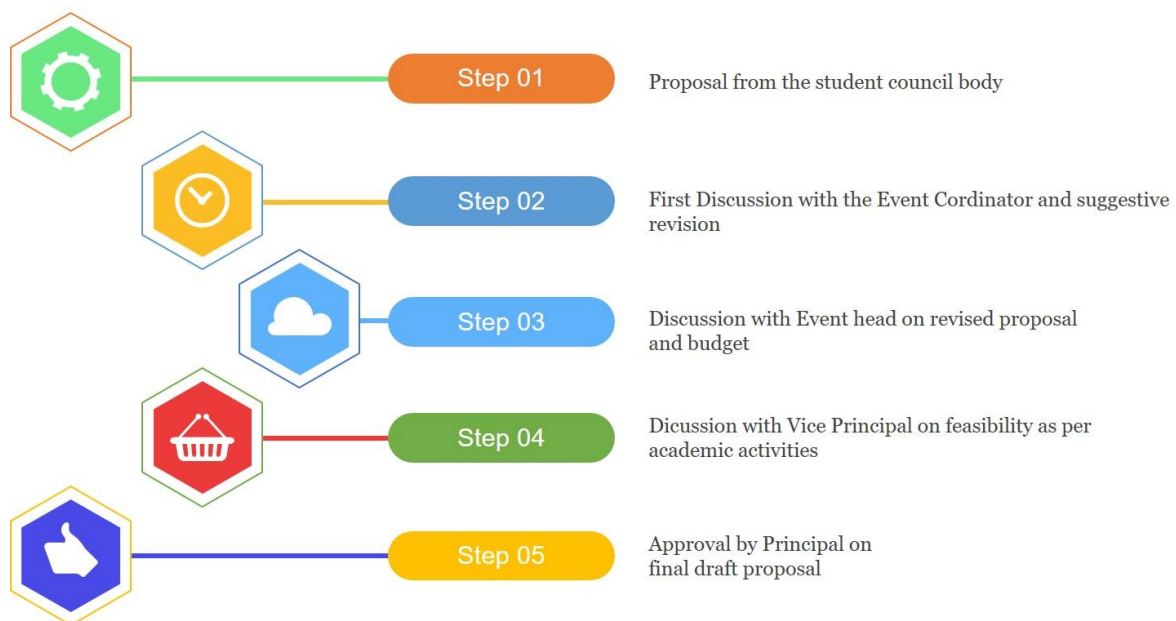
11.2 Events

The institute provides a platform for Students to showcase their talents by organizing various sports, cultural and academic events. Through these events the learning goes beyond classrooms. They help in developing the core values like equality, honesty, sustainability and continuous learning. Institute organizes various academic, sports and cultural events for holistic development of the institute throughout the year.

Constitution of the event team

The events team selected by the principal and vice principal and is headed by two faculties and student council takes active part in its functioning.

PROCESS OF APPROVAL OF AN EVENT



Responsibilities and functions of events team

- To plan the events that align with the institute's goals and academic programs by collaborating with faculty, students, and staff to plan events such as workshops, lectures, exhibitions, and conferences
- To coordinate for event logistics, including venue selection, scheduling, equipment rental, catering, and transportation, to ensure events run smoothly and efficiently.

- To prepare and coordinate for event budgets, including estimating costs, tracking expenses, etc.
- To coordinate for preparation of promotional material including posters, post for social media, email, and other channels to reach the target audience.
- To manage event registrations, RSVPs, and attendee communications, as well as providing information and assistance to participants before and during events.
- To coordinate with internal and external stakeholders, such as faculty, students, guest speakers, vendors, etc. to coordinate event details and ensure everyone is informed and prepared.
- To collect feedback and evaluating the success of events to identify areas for improvement and ensure future events meet the needs and expectations of participants.

11.3 Collaborations

As we move well into the 21st century, collaborative approaches as well as collaborative practice are underpinning and are foundational to effective pedagogy in education in an increasingly networked world. Hence we at SMEF's Brick School of Architecture we believe that education into the future promoted through collaborations at every level, building on collective teacher efficacy (CTE) can positively influence student outcomes. The collaboration team has set these goals;

1. To collaborate with Educational institutes in and outside India for academic enhancement
2. to collaborate with industries involved in societal projects of public interest like area development, environment, construction, sanitation etc. and also
3. To collaborate with institutes for skill development of students.

Constitution of collaboration team

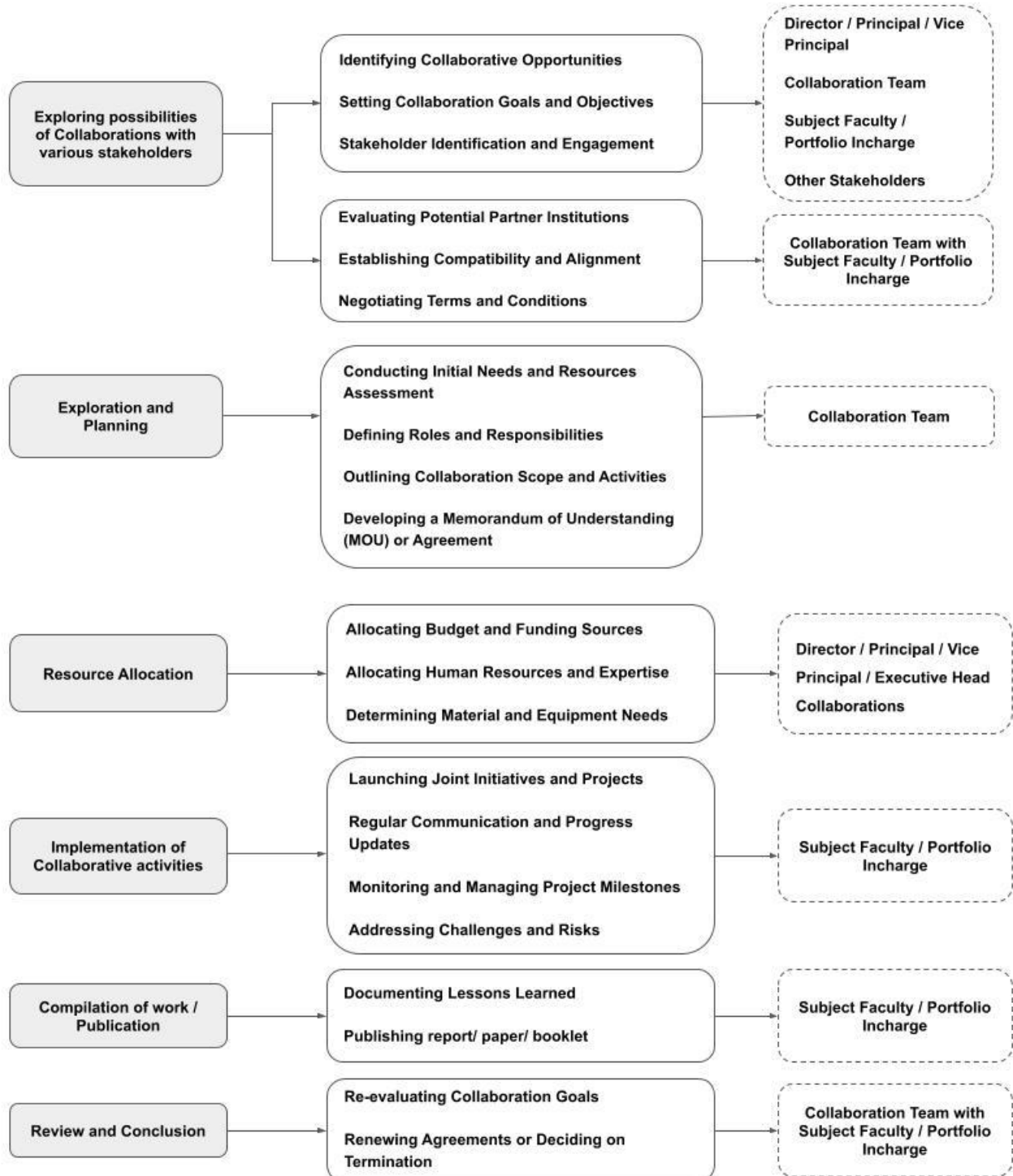
This particular portfolio is headed by the Vice Principal and two faculty heads are selected by Principal and Vice Principal to work on this portfolio.

Responsibilities and functions

1. Exploring the needs of collaborations for various academic and extra-curricular fronts.
2. Exploring and identifying the platforms, organizations, industries and NGOs which are appropriate for institutional collaborations at the local, national, and international levels.
3. Preparing the action plan for collaboration with institutions and organizations
4. Plan and organize the meeting with the collaborative agencies, and respective faculties in the institute.
5. Drafting and finalizing the MoUs for signing with these organizations.
6. To collaborate with these agencies and on the basis detailed deliberations with them, add into improving the outcomes in the holistic learning environment.



Standard process flow chart in 'Collaborations' portfolio



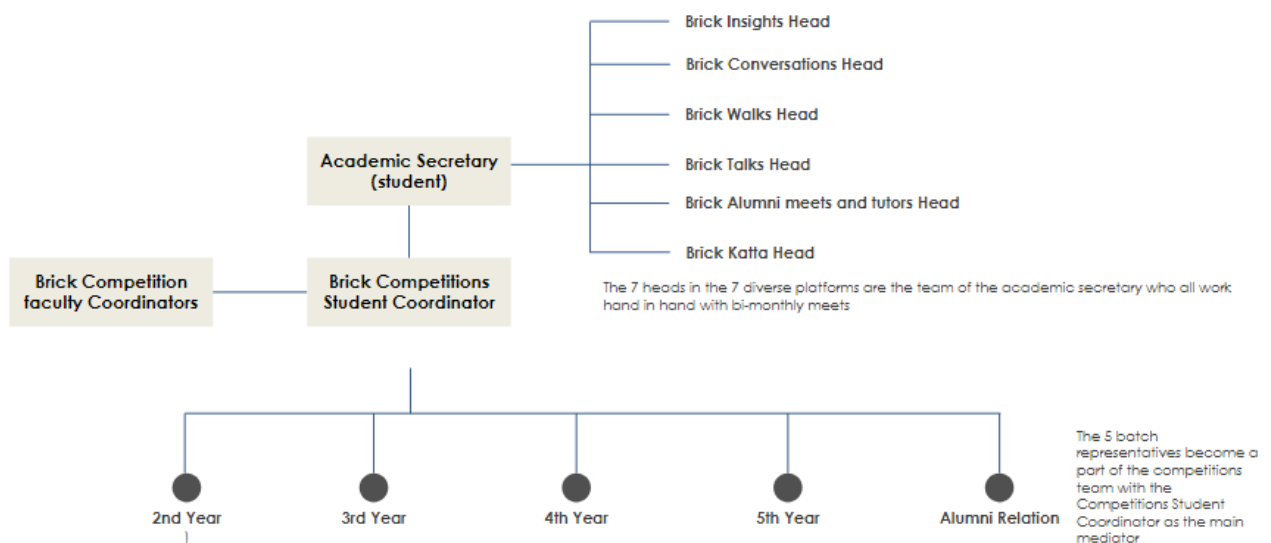
11.4 Competitions

This portfolio of the institute envisions *Increasing participation of various competitions at Brick by diversifying the platforms for growth*. This team plays major role in building up global competency in the students. In order to develop competency, this team keeps on exploring various International and National Architectural Competitions and share the important ones with the students.

Constitution of competition team

This team is selected by the Principal and Vice principal. It is comprised of two faculty members. The other guiding faculties and interested students keep on adding in this portfolio.

Standard organizational flow chart of competitions



Strategy for new Hierarchical Model- The Academic secretary can focus on other areas along with competitions by having a competitions student coordinator and a team. Delegating work and by recognizing the efforts the model would be a success through a strategic approach

Responsibilities and functions

Faculty coordinators

- To networking with fellow faculties for newer competitions
- To suggesting new competition to Design and BCM studio teams
- To coordination between faculty & AER through Whatsapp Groups & GBMs
- To facilitate Thesis coordination team by exposing them to various thesis related competitions.
- To encourage students to team up with faculty and students from other disciplines, so they are more aware of other fields and experts.
- To form the Competition Student team to streamline the communication with students. - once in a year
- To Identify students with capabilities and encourage them for specific competitions.
- To facilitate multiple communication channels to strengthen our connections with students.



- To expose students and Alumni to Architectural workshops further paving path for various career opportunities.
- To encourage vertical teams within students for competitions.
- To Promote Alumni and senior engagement amongst current batches- through events like key to competitions/ sharing past winner's work and experiences in recurring competitions.
- Exploring the various platforms of architecture and, design competitions, where the students of the institute can participate.
- Exploring newer competitions
- Call bi-monthly meetings amongst batch representatives and students.
- Sending emails to students.
- Documentation of winners & Participants
- Documentation of portfolio
 - a. Whatsapp Posters
 - b. Monthly Presentations & Report
 - c. Noting the MOM
- Shortlist, display and share the information about these competitions with the students.
- Encouraging and mentoring students to participate in these competitions.
- Quality checking, plagiarism check for the works submitted at various platforms
- Keeping record of the students' who participate in these competitions
- Sharing the winners' name with the social media team
- Documentation of competitions in terms of names of the competitions, participants, winners, and copies of certificates, photographs, etc.

11.5 Seminars, workshops and conferences

Seminars, workshops and conferences serve as valuable resources for overall process of teaching and learning and for staying updated with the latest trends, and contribute to the advancement of the field of architecture. Every year institute organizes seminars, workshops and/or conference for the students and faculty.

Constitution of portfolio of Seminars, workshops and conferences

This particular portfolio is jointly headed by the Founder Director, the Principal, the vice principal and respective conference chair (from faculty), and they make strategic plans to organize these. Right from the beginning there has been culture of encouraging the faculty to bring in new ideas, and also invite experts through their contacts to conduct seminars, workshops and/or conference. Hence, this is a flexible portfolio and all the faculty can share their ideas and work plan for their organization. Also, some ideas are brought by the Principal and Vice-principal and they assign appropriate faculty team to execute them. The institute has faculty from diverse background and hence depending on their expertise and area of interest the conference chair and teams are constituted.



Responsibilities and functions

- To gather the requisite information about the seminar/ workshop /conference.
- To explore the appropriate experts to conduct these
- To make proposal for seminar/ workshop /conference with estimated cost, and getting it approved by the principal.
- To identify the right audience for these in the institute
- To coordinate with the vice-principal to accommodate these within academic calendar and timetables of the respective batches (audience)
- To prepare all the promotional material like posters, invitations, registration forms, teasers, social media post etc.
- To coordinate with the experts
- To coordinate with the infrastructure team and facility management team for making all the logistic arrangements for seminar/ workshop /conference
- To take meetings with the faculty and student council, and assign the work for execution of these seminar/ workshop /conference
- To brief the students/audience for importance of the respective seminar/ workshop /conference
- To ensure the venue arrangement
- The institute is known for warm hospitality and culture of coordination and respectful environment. The seminar/ workshop /conference also give the same impression to the experts and guests. Hence the team has responsibility to ensure the smooth conduct of seminar/ workshop /conference in coordination with other members of the institute.
- To collect feedback from the audience and also from the expert
- To document the seminar/ workshop /conference as per the given format by IQAC coordinator.

11.6 Publications

This cell creates robust processes and systems in the Publication house, diversifies the types of publications and resources, broadens outreach and strengthens the brand of the Brick Publication House and to expand of possible collaborations, and builds capacities, within the cell and extend capacity building programs in Research & Publication to students and faculty. This cell has successfully set a system of publishing quarterly Brick Newspaper, Synthesis (publication of works of Final year students' design projects), and annual magazines. The other titles keep on coming depending on the institutions works on various fronts.

Constitution of Extension activities cell

It is headed by the Principal of the institute, two faculty members and students. As and when these projects come, these teams work towards it.

Responsibilities and functions



- Making call for publications from students and faculties. Content Intensive Books for Students:
- To look for the possibilities to convert the academic works in publication by involving faculties and students
- To mastermind the standard publications of the institute and setting up processes for the same.
- To work on regularity and qualitative content of Brick Newspaper, Synthesis (publication of works of Final year students' design projects), and annual magazines.
- To prepare Digital Archives of the academic works of the institute (Converting Settlement study documentation work into digitized versions and uploading on our website under "Archives")
- To design and schedule the capacity program, by roping in experts (Writers/Publishers) to build capacities of our Publishing house, offering exposure programmes to Students and Faculty and also taking lessons from the outside world in the form of Case study visits to Publication Houses
- To work on external collaborations in studios converted to joint publications with collaborating institutes.
- To initiate and get involved in the branding and outreach of the publications

11.7 Campus Display & Exhibition

There is a permanent space allocated to display the academic, research and architectural competition works of the students in the form of panels, drawings and models. The role of this portfolio is to bring the students' work in a common place, where it creates the image of the academic front of the institute, and at the same time it works as a teaching aid.

Constitution of campus display and exhibition cell

This portfolio is headed by a faculty and other faculty and the respective students help in putting and replacing these works from time to time.

Responsibilities and functions of campus display and exhibition cell

1. To make plans for the displays in permanent exhibition space and the other areas of exhibits in the campus
2. To plan the exhibition, including setting schedules of the display, determining the themes, and the layout of the exhibition.
3. To select and curate the exhibits in coordination with the respective subject faculties.
4. To maintain the record of the collected materials from the students and faculties
5. To set the system for taking care of safety of the drawings, sketches, panels and models
6. To safely handover the works of students after removing them from the exhibition area.
7. To identify the needs of maintenance of the exhibition area and update to the principal/vice principal
8. To prepare proposals for upgradation of the existing area of the exhibition space

9. To take the feedback from the guests and making a summary of these feedback on annual basis.

11.8 Tours & Travel

The institute believes in experiential learning by experiencing the places, people and cultures of various regions in India and also in the globe. Some tours are organized for hard core academic works, whereas some are generalized tours inclusive for all the batches. All the batches (second, third and fourth year) link their design project with a settlement in India, and all the students with faculty visit that settlement in second term of every academic year. Second year students necessarily visit a rural settlement, third and fourth year students visit cities.

Constitution of tours and travel cell

This cell is headed by a faculty, and admin person who are selected by the principal. They work with close coordination with the faculties for academic tours, and with principal for the national and international exposure tours.

Responsibilities and functions

- i. To facilitate all the logistic arrangements pertaining to getting in touch with the experts, taking overview of the prospective sites to be visited, visa, transportation arrangements, etc.
- ii. To coordinate with faculty and staff to schedule tours, providing information about the school's programs and facilities to prospective students and visitors, and ensuring that tours run smoothly and professionally.
- iii. To work on developing tour materials, such as brochures and presentations.

Constitution of tours and travel cell

This cell is headed by a faculty, and admin person who are selected by the principal. They work with close coordination with the faculties for academic tours, and with principal for the national and international exposure tours.

Responsibilities and functions

- iv. To facilitate all the logistic arrangements pertaining to getting in touch with the experts, taking overview of the prospective sites to be visited, visa, transportation arrangements, etc.
- v. To coordinate with faculty and staff to schedule tours, providing information about the school's programs and facilities to prospective students and visitors, and ensuring that tours run smoothly and professionally.
- vi. To work on developing tour materials, such as brochures and presentations.



12. Innovation and Research Cell

The Innovation and Research Cell focuses on:

12.1 Faculty Development Program (FDP)

The institute keeps on inviting various experts to conduct the Faculty Development Program. These programs are focused on research methods, academic enhancement activities, design thinking, ICT, etc. FDPs serve as crucial mechanisms for enhancing teaching effectiveness, updating knowledge, and fostering research and innovation among faculty members. Firstly, these programs aim to improve teaching skills by introducing educators to new pedagogical approaches, classroom management techniques, and advancements in educational technology. This focus on improving teaching methods helps faculty members become more effective mentors and educators, ultimately enhancing the learning experience for students. Architecture is a dynamic field that constantly evolves with new technologies, materials, and design trends. By participating in these programs, faculty members stay abreast of these changes, ensuring that they are equipped to provide students with the most current knowledge and skills.

Constitution of FDP

This portfolio is headed by the Principal and Vice Principal. They select the faculty to help in coordinating these FDPs depending on the contact base of that faculty and also their area of interest. These are organized during semester breaks.

Responsibilities and functions

- To explore the appropriate experts to conduct FDPs
- To coordinate with the vice-principal to accommodate these within academic calendar and timetables of the respective batches (audience)
- To prepare all the promotional material like posters, invitations, registration forms, teasers, social media post etc.
- To coordinate with the experts
- To coordinate with the infrastructure team and facility management team for making all the logistic arrangements for FDPs
- To take meetings with the faculty and student council, and assign the work for execution of these seminar/ workshop /conference
- To brief the faculty for importance of the respective seminar/ workshop /conference
- To ensure the venue arrangement
- The institute is known for warm hospitality and culture of coordination and respectful environment. The FDPs also give the same impression to the experts and guests. Hence the team has responsibility to ensure the smooth conduct of FDPs in coordination with other members of the institute.
- To collect feedback from the faculty and also from the experts
- To document the FDP as per the given format by IQAC coordinator.

12.2 Research and Grants

The institute encourages and facilitates research activities, helping faculty and students secure grants for their projects. Research grant program of the institute is designed specifically for advanced study in any area of architecture, which effectively contributes to the knowledge, teaching or practice of the art and science of architecture. This is one of the opportunity, where students explore architectural knowledge beyond the boundaries of syllabus. The program has been designed with objectives of inculcating the research attitude among the students from undergraduate level and to inculcate creative, intellectual, and professional growth. With these program students communicate their work in the public realm. Travel Grant program is designed specifically to assist students from Brick Group of Institutes to travel across the country experiencing and documenting architecture, people and places. The grant intends the recipient to study by travel and contemplation while observing, reading, writing, or sketching. This grant has been designed with objectives of seeing and experiencing architecture, landscapes and cultures, thinking and growing as a professional and acquiring knowledge useful for their future work and also building the in-house database of documentation. This cell of the institute coordinates for announcement, proposal presentations, organize juries for selection of the winners, guiding and mentoring students, and preparation of the grant presentation for the Research and Travel grant, which are given every year to the students of the institute. They also keep on observing the grants offered by the organizations from outside of the institute and announce the appropriate ones to the students through posters on notice boards and emails.

Constitution of Research and Travel Grant cell

It is headed by the principal of the institute, and two faculty members selected by her.

Responsibilities and functions

- To oversee the various grant proposals, applications and paperwork for Travel and Research Grant
- To guide assist with writing them or gathering required documentation.
- To plan and organize the selection jury for these grants
- To plan and organize the final jury for these grants
- To design and modify the formats for various submissions in the application process
- To coordinate with the accounts department for delivery of the payments related to grant
- To mentor the students for making proposals, presenting them, and working on the grant after receiving it.
- To document the overall work of the grant, for utilization in NAAC, social media and other applications.
- To find opportunities where governments and other organizations offer funding



12.3 Consultancy

The institute has a consultancy cell called Brick Research and Design Integrated Cell (B_RADICL). It is basically a multi-disciplinary consultancy and research cell. The cell works as a professional consultancy and takes up medium to large scale projects, related to City development, Architecture, Planning, Landscape, etc. The focus of this cell remains on the projects that contribute to the society. They assess the present-day scenario of development, critically analyse it and proposing sustainable solutions. This cell connects with various NGO and Architect's offices, various ULBs (Urban Local Bodies) & educational institutions, and also sensitize students by giving exposure towards various Societal events arranged for Public welfare.

Constitution of B_RADICL

This portfolio is headed by the vice principal and various faculty leads depending on the expertise required for consultancy projects. In the initial years of the institute the faculty and students established relationship with the local governance to identify the common areas of working for the city.

Responsibilities and functions

- To offer consultancy services to external clients, which include government agencies, private companies, NGOs, and other organizations. This involves providing expertise in areas related to the institute's field of study, such as engineering, management, architecture, etc.
- To manage the projects from inception to completion, ensuring that they are delivered on time, within budget, and meet the client's requirements. This includes coordinating with faculty members, students, and external stakeholders.
- To conduct training programs, workshops, and seminars for professionals and practitioners in the industry to enhance their skills and knowledge.
- To collaborate with industry partners on research and development projects that benefit both the institute and the industry. This could involve conducting joint research, developing new technologies, or finding innovative solutions to industry challenges.
- To build and maintain relationships with industry partners, government agencies, and other stakeholders to promote the consultancy services of the institute and explore new opportunities for collaboration.
- To ensure that the consultancy services provided by the institute meet the highest standards of quality and professionalism.
- To manage the finances of the consultancy cell, including budgeting, pricing of services, and financial reporting.
- To promote the consultancy services of the institute through various channels, such as websites, social media, and industry events.
- To ensure compliance with relevant laws, regulations, and ethical standards in the provision of consultancy services.



12.4 Extension Activities

The extension cell of the institute looks into the societal projects. They work in association with B_RADICL and plan and organize these projects. In higher education, extension activities are essential because they help close the gap between the classroom and real-world experiences. These activities cover a broad spectrum of projects meant to establish links between institutions, instructors, and students and the requirements of the community, business sector, and society at large. This study looks at the many functions that extension activities play in higher education settings, as well as how they affect student learning results, community involvement, skill development, and the overall improvement of the college experience.. A number of consultancy, design and societal projects are conducted by this cell.

Constitution of Extension activities cell

It is headed by the vice principal of the institute, two faculty members and students. As and when these projects come, these teams work towards it in post college hours.

Responsibilities and functions

- To network with international organizations, governmental and non-governmental organizations, and business sectors.
- To create and provide need-based programs for students and community members that promote lifelong learning and education
- Documentation, Dissemination, and Evaluation – creating reading lists for neo-literates, recording case studies, research papers, and success stories, and creating academic publications, monographs, research papers, and assessment studies.



13. Student Welfare

The Student Welfare is dedicated to ensuring a supportive and inclusive environment through:

13.1 Student Council

The Brick School of Architecture has an active student council that serves as a liaison between students and faculty. Elected annually, the council organizes academic, cultural, and sports events, playing a vital role in institutional activities. The council comprises nine members, including a General Secretary, Cultural and Sports Secretaries, a Treasurer, and other representatives. They participate in committees such as IQAC and the Anti-Ragging Committee. The Principal, Vice Principal, and faculty coordinators oversee council activities. Elections are governed by strict eligibility criteria and a fair process. The council manages a dedicated budget, organizes events, maintains college decorum, and ensures student needs are addressed.

13.2 Anti-Ragging and ICC (Internal Complaints Committee)

These committees ensure the safety and well-being of students, preventing harassment and discrimination. As per the Gazette of India, July 4, 2009 UGC guidelines the Anti-Ragging Committee has been found to curb any form of ragging in or outside of the campus.

The Committee takes an appropriate action with regard to punishment or otherwise depending upon the nature of the incident.

Aims of the committee are;

1. To create ragging free environment.
2. To create awareness amongst the students about the consequence of such a acts
3. To help to create cordial relation among students.
4. To create awareness amongst the students of the importance of self confidence and repercussion of hampering it.

Anti-Ragging Committee Member list

Sr. No	Designation	
1.	Director	Chairperson
2.	Principal In charge	Member Secretary
3.	Member of NGO	Member
4.	Media Representative	Member
5.	Police Representative	Member
6.	Local Resident	Member
7.	Parent Representative	Member
8.	Teaching Staff	Member



Sr. No	Designation	
9.	Teaching Staff	Member
10.	Non Teaching Staff	Member
11.	Student Representative	Student Member
12.	Student Representative	Student Member
13.	Student Representative	Student Member

Anti Ragging Squad Member List

1.	Mr. Mahesh Pardeshi	Administration Staff	Member
2.	Mr. Sagar Nangare	Administration Staff	Member
3.	Mr. Nagnath Pawar	Administration Staff	Member
4.	Mrs. Rupali Dhanwade	Administration Staff	Member

13.3 Women's Grievance Committee and Reservation Cell

They address specific issues faced by female students and those from reserved categories. The establishment of these bodies are in line with the guidelines of the university and UGC. All the applications from the students are collected in the letter box and also in the e-mail form, and the privacy of the students is maintained well and the right action is taken to address these issues.



**SATISH MISAL EDUCATIONAL FOUNDATION'S
 BRICK GROUP OF INSTITUTES**

INTERNAL COMPLAINTS COMMITTEE

Date of Establishment : 25th November 2016

Objectives:

- 1) To handle women harassment complaints as per the sexual harassment of women at workspace (Prevention, Prohibition & Redressal) Act, 2013.
- 2) To establish dignity, self-esteem and respect for female student & faculty without any gender bias in the system.
- 3) To create a comfortable and healthy environment for all the women associated with the institution.

ICC Committee Member List 2022-23

Sr No.	Name	Designation	Role
1.	Ar. Manali Deshmukh	Academic Coordinator	Presiding Officer
2.	Ar. Neha Gosavi	Faculty Member	Member
3.	Mr. Hemant Joshi	Faculty Member	Member
4.	Mrs. Medha Deo	Sr. Clerk	Member
5.	Mr. Mahesh Pardeshi	Jr. Clerk	Member
6.	Ms. Vaishnavi Parihar	Jr. Student	Student Member
7.	Ms. Sakshi Talankar	Jr. Student	Student Member
8.	Mr. Saeem Khan	Sr. Student	Student Member
9.	Ms. Anagha Pranjape Prohit	Member	NGO

Office No: 8380886066 Email: heldeskb@brick.edu.in
 Local Police Station No: 020-26970547

Director
Ms. Pooja Misal

Principal
Ar. Poorva Keskar



SATISH MISAL EDUCATIONAL FOUNDATION'S BRICK GROUP OF INSTITUTES

WOMENS GRIEVANCE & REDRESSAL COMMITTEE

Date of Establishment : 25th January 2014

Purpose:

Women Grievances and Redressal Committee formed Dt. 25/01/2014 in order to keep the healthy working atmosphere among the staff, students & parents.

Objectives:

The Women Grievances and Redressal Committee function with the following objectives.

- 1) To handle woman harassment complaints as per government guidelines by respective section.
- 2) To establish dignity self-esteem and respect for students without any gender bias in the system.
- 3) To make the institution student friendly.

Committee Member List

Sr No.	Name	Designation	Role
1.	Ms. Pooja Misal	Director	Chairman
2.	Ar. Poorva Keskar	Principal	Member Secretary
3.	Mr. Sudhir deshpane	Faculty	Member
4.	Mr. Abhang Kamble	Faculty	Member
5.	Ms. Sharduli Joshi	Faculty	Member
6.	Ms. Ketaki Gujar	Faculty	Member
7.	Ms. Medha Deo	Sr. Clerk	Member
8.	Mr. Mahesh Pardeshi	Jr. Clerk	Member
9.	Ms. Dhruvi Mujumdar	Student Member	Member
10.	Ms. Zareen Tamboli	Student Member	Member
11.	Ms. Yashasvini Patare	Student Member	Member

Office No: 8380886066 Email: heldeskb@brick.edu.in
 Local Police Station No: 020-26970547

Director
Ms. Pooja Misal

Principal
Ar. Poorva Keskar



ANTI-RAGGING COMMITTEE

Objective:

As per the Gazette of India, July 4, 2009 UGC guidelines the Anti-Ragging Committee has been found to curb any form of ragging in or outside of the campus.

The Committee shall take an appropriate action with regard to punishment or otherwise depending upon the nature of the incident.

Aims of the committee are

1. To create ragging free environment.
2. To create awareness amongst the students about the consequence of such a acts
3. To help to create cordial relation among students.
4. To create awareness amongst the students of the importance of self confidence and repercussion of hampering it.

Anti Ragging Committee Member list 2022-23

Sr. No	Name	Designation	Role
1.	Ms. Pooja Misal	Director	Chairperson
2.	Ar. Poorva Keskar	Principal	Member Secretary
3.	Smt. Madhuri Misal	Member of NGO	Member
4.	Mr. Sanjay Mayekar	Media Representative	Member
5.	Mr. Sunil Patil	Police Representative	Member
6.	Mr. Yuvraj Dhanwade	Local Resident	Member
7.	Mr. Santosh Lalwani	Parent Representative	Member
8.	Mr. Sudhir Deshpande	Teaching Staff	Member
9.	Ms. Anurakti Yadav	Teaching Staff	Member
10.	Mrs. Rupali Dhanwade	Non Teaching Staff	Member
11.	Mr. Neev Rathod	Student Representative	Student Member
12.	Mr. Nirupam Kadam	Student Representative	Student Member
13.	Ms. Aanchal Mugadiya	Student Representative	Student Member

Anti Ragging Squad Member List

1.	Mr. Mahesh Pardeshi	Administration Staff	Member
2.	Mr. Sagar Nangare	Administration Staff	Member
3.	Mr. Nagnath Pawar	Administration Staff	Member
4.	Ms. Rupali Dhanwade	Administration Staff	Member

Students can register their complaints on:

Office No. 8380886066

Email- helpdesk@brick.edu.in

Anti-ragging Helpline: 1800-180-5522



13.4 Career Counseling, Internship & Placement

These services support students' mental health and career aspirations, providing guidance and placement opportunities. Internship Facilitation. The Internship Facilitation Cell of the Institute has been set up to look after the Industry-Academia interface so that the students can be groomed into industry-ready technocrats. This portfolio of the institute helps forth year students to survey, and identify the respective offices in and outside India for internship, which is done in the fifth year of the B.Arch. Program. The faculty guides students to make a presentable portfolio of their works, formal way of communicating with the offices. This cell has developed the contact base of the prestigious organizations and consulting firms, and remarkably the students (who are alumni now) have established the identity of the institute in these offices. The vision of this cell is

- To develop national and international links with various firms & organizations to be able to create meaningful relationship & locating internship opportunities to the students on a global platform.
- To mentor the aspiring students to explore internship opportunities in the industry.
- The Cell has a vision to help the undergraduate students through counselling, workshops, instructions and training for development of desired skills essential for suitable job profile globally & provide ready hands to the industry.

Constitution of Internship facilitation cell

The principal and/or vice principal appoints one faculty to lead this portfolio.

Responsibilities and functions

- To strengthen and enhance Industry – Institute partnership. The Cell operates round the year to facilitate contacts between companies and students.
- To impart personality development training to the students to face this competitive era. The Cell not only acts as a facilitator for internship but also works towards overall development of the students.
- To identify internship opportunities with different industries, NGOs, start-ups', outside institutes, Government organizations etc.
- Issue recommendation letter to students for obtaining various external internships
- Expose students to the Intern's responsibilities and ethics.
- Coordinate with each student and maintain internship track, record and statistics.
- To check the authenticity of the proofs of internship submitted by the students.
- To identify good works/ contacts that can be useful for the upcoming batches.
- Provide guidance and experience to the Internship seeking students from the fresh Interns through an event called 'World Outside'.
- To remain as internal examiner for the sessional exam of university for internship. This exam happens after completion of ninth semester of B.Arch.



Periscope

Periscope is a cell at the Brick School that works towards guiding students for the career prospects after B.Arch. We believe that right exposure at the right time can help our students chose the best career path for them. Before the student gets exposed to the world outside, we try to prepare him/her for the upcoming challenges and help them in taking the right decisions. The Alumni of the institute are also encouraged to be a part of the events planned under the cell. The Alumni not only get benefitted themselves by attending these sessions but at times they also guide their juniors in making the correct decision.

Constitution of Periscope cell

This is headed by 3 faculty members, two from undergrad and one from masters' program as selected by the principal and the vice principal.

Responsibilities and functions

The cell is active throughout the year with some or the other activity planned for the students.

- **Organization of Awareness Session:** Every batch entering in the third and fourth year of the course is given a brief introduction about the intent and activities under the cell. This helps them understand where to go while planning the future aspects of their career.
- **Interaction with the experts:** This event is held every semester to expose students to various fields that can be explored after graduation. Professionals from fields allied to architecture and apart from architecture are invited to campus to share their stories with students. The students get a good exposure of the industry by interacting with the experts.
- **Other:** Apart from the above-mentioned activities, as and when the opportunities come, the school keeps the doors open to guide the students for future. These activities include, guidance from an expert visiting the campus or an online lecture, sharing information about a career guidance session or information about an academic course etc.

Placement cell

Campus Placements/ Campus Recruitment drives are annually conducted at BRICK educational institutes for providing job opportunities to the students. Campus Recruitment allows students to earn a safe and secure future. It involves collaboration with, career consulting & services centers', various architectural organizations and offices and inviting them to conduct the interviews in the campus.

Constitution of placement cell

This is headed by a faculty selected by the principal and the vice principal.

Responsibilities and functions

- To organize all the activities relating to the student's placement.
- To coordinate with the industries for providing the vocational training courses to students.
- To arrange guest lectures, workshops. seminars. industrial visits & educational tours for students.



- To coordinate with the different offices, NGOs, organizations and firms for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations.
- To interact with different industries for the functioning

13.5 Alumni Association

Alumni association of the institute connects graduates with their alma mater and each other through networking, and student mentorship. They support the institute via resource provision, and regular participation in IQAC meetings. Brick alumni engage in community service and preserve the institution's history and accomplishments. By organizing events, providing professional development, and advocating for alumni interests, these associations foster a lifelong relationship between alumni and the university, benefiting both parties.

Alumni associations play a vital role in fostering industry-institute interactions, providing valuable opportunities for present students, and facilitating the overall development of higher education institutions. Alumni Association is a registered body under society act. They are association of 8 members and represent the whole alumni. The constant touch of alumni is in the form of the career guidance sessions, and being part of internal juries. They organize meet and greet sessions with the renowned architects for themselves and also involve the students and faculties in these sessions.

The present alumni association is an association of graduates of Brick School of Architecture and Interior Design. Aim of the alumni is to work for the benefit and betterment of alumnus, students and the society.

Constitution of alumni association

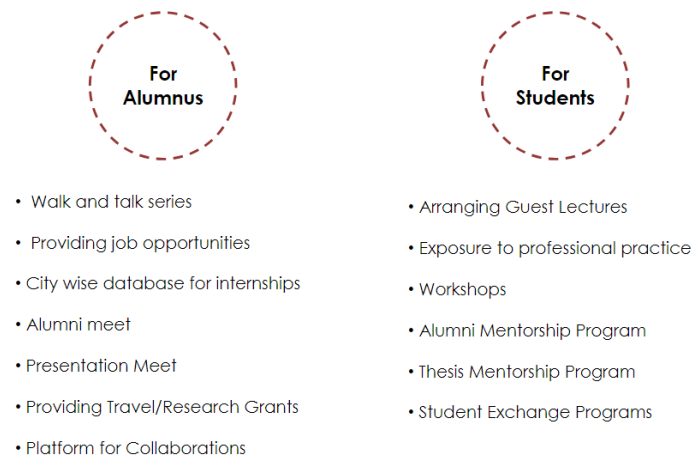
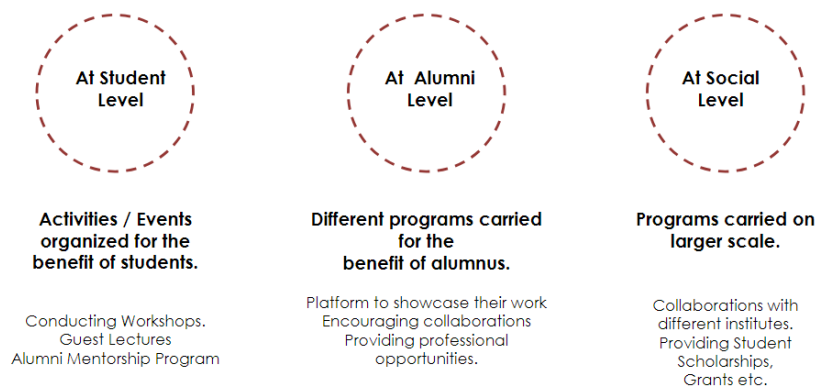
Alumni association is an elected body by all the alumnus of the institute. The present composition is as follows

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Committee members -4 numbers

One faculty takes charge of being interface between the alumni and the institute. An alumnus is a member of IQAC of the institute.

Responsibilities and function





- To organize social events, educational events and activities.
- To provide a variety of benefits and services that help alumni maintain connections to their educational institution and fellow graduates.
- Forming a strong platform to all graduates to come together and enable them to grow mutually.
- To initiate Industry-Institute Interactions and Student Support
- To serve as a platform for entrepreneurial initiatives. By connecting industrial and entrepreneurial alumni, the institute fosters a culture of innovation and collaboration.

13.6 Class Facilitators

The institute emphasizes decentralized governance for academic excellence. At the start of each semester, the principal and vice principal appoint class mentors from the faculty to foster a positive learning environment. Each batch, consisting of two sections of 40 students, has one mentor per section, totalling 10 mentors for B.Arch and 2 for M.Arch. Class mentors provide academic and emotional support, manage student behaviour, and ensure discipline. They conduct class meetings, prepare exploration planners to avoid workload overlaps, coordinate with other faculty and administration, communicate timetable changes, and lead monthly review meetings to monitor attendance and performance, addressing issues with students and parents.



13.7 Class Mentors

Class mentors are the subject teachers of the same batch are assigned mentorship to groups of defaulter students. They play a crucial role in guiding and supporting students struggling academically. They identify the root causes of poor performance, provide personalized academic advice, and develop action plans to improve grades and attendance. The mentor monitors progress, offers resources for better study habits, time management, and emotional support, and maintains regular communication with students and their families.

13.8 Government and Non-Government Scholarships

The institute recognizes the importance of providing financial assistance to talented individuals who may face financial constraints in pursuing their education. The allotment of Scholarships is a systematic process and two faculties look into the selection process. They organize interviews which are scheduled every year in July, and the scholarship providing organizations and some faculty become part of these interviews.

Constitution of Scholarship cell

It is headed by the Principal of the institute and two faculty members selected by her.

Roles and functions

- To create a data base of the contacts and relevant details of the scholarship providers
- To design and circulate the posters of announcement of the grant every year
- To receive, organize and check the authenticity of the applications received from various applicants
- To coordinate with the scholarship providers, academic coordination committee and faculty to organize the interviews for the applications
- To facilitate the disbursement of the scholarship
- To document the whole process of scholarship for various purposes

