
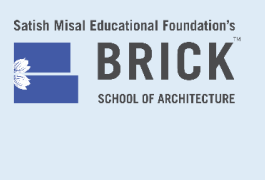


SSR 2019-20 to 2023-24	<div style="text-align: right;"> <p>Satish Misal Educational Foundation's</p>  <p>BRICK SCHOOL OF ARCHITECTURE</p> </div>
Criterion 6 –Governance, leadership and management	
6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.	

Contents

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.....	2
1. Appraisal:	4
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SSR 2019-20 to 2023-24	
Criterion 6 –Governance, leadership and management	
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6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Satish Misal Educational Foundation, is a Society and a Public Trust duly registered under the provisions of the Societies Registration Act, 1860, and Maharashtra Public Trust Act, 1950. The Trust was registered on 7/2/2012 by the Assistant Charity Commissioner, Pune and bears P. T. R. No. F/31824(Pune). The Foundation is governed vide its own Memorandum of Association and Rules and Regulations since its inception.

The institutional setup includes five major committees- College Development Committee (CDC), Internal Quality Assurance Committee (IQAC), Academic Co-ordination Committee (ACC), General Administration Committee (GAC) and various portfolios that are handled by faculty leads. Students council and various committees to support students (Anti-Ragging committee, Internal Complaints Committee, Women's Grievances Cell, Reservation Cell, etc.) are also important part of the institute. This set-up is visible from the organogram of the institute as displayed on the website.

The committees follow schedule of meetings at regular interval. There is a system of approval of all major decisions on appointment of new employees, infrastructural needs, decisions related to academics and extra-curricular activities.

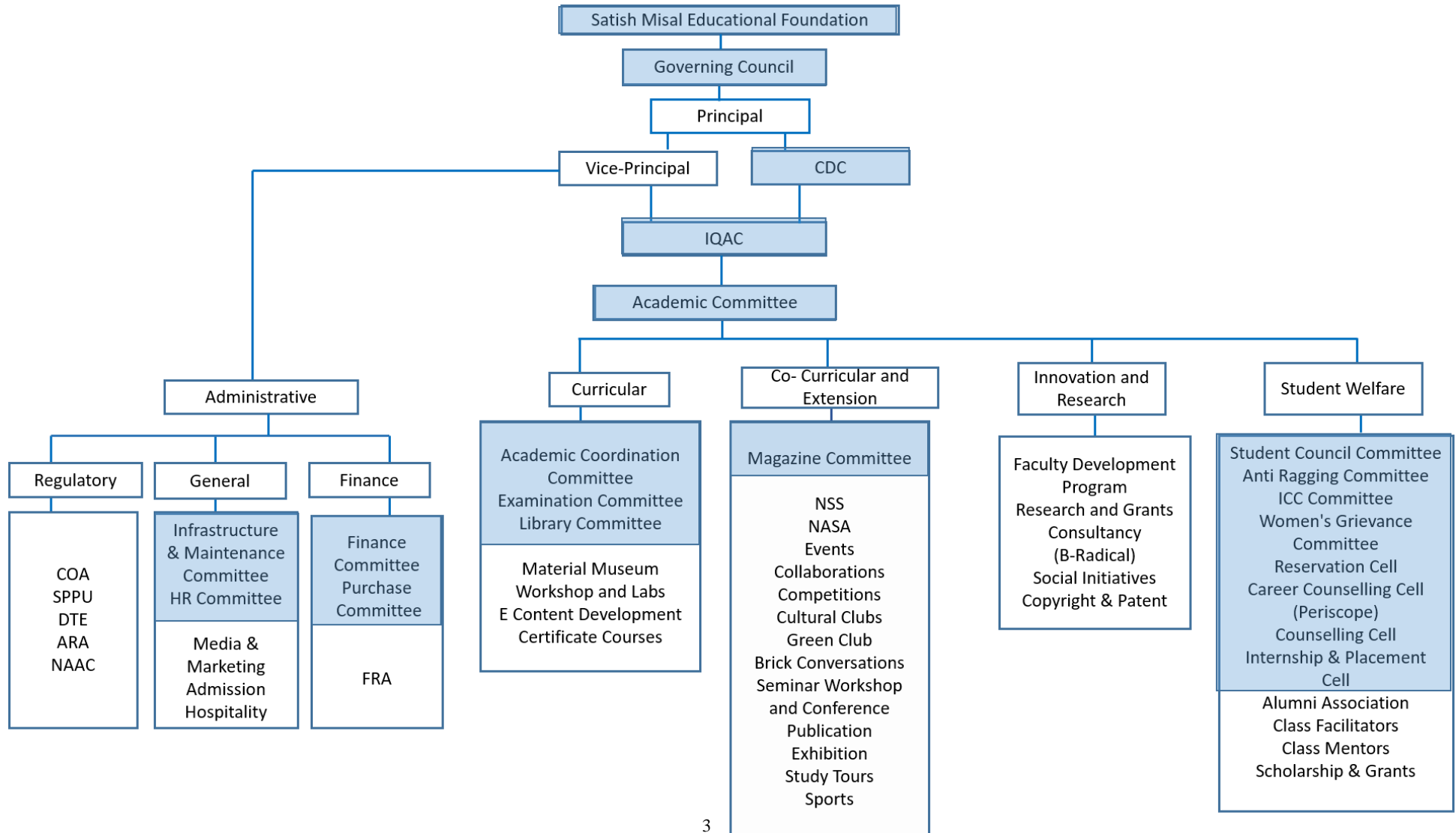
The HR Manual of SMEF contains the policies of SMEF relating to the employment of its teaching and non-teaching staff, its goals, benefits, and expectations of SMEF from its staff and other information which an Employer & Employee will need in the course of employment with SMEF.

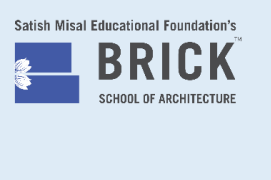
Criterion 6 –Governance, leadership and management

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.



Organogram



SSR 2019-20 to 2023-24	
Criterion 6 –Governance, leadership and management	
6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.	

1. Appraisal:

The performance of all the employee is evaluated by the Director and Principal/Vice Principal yearly in consultation with HR committee. The monetary appraisals/increment are done yearly or once in two years, depending on the efficiency and overall performance. Every year faculty and non-teaching staff fill up the Self-Assessment Form. The Director, Principal and Vice Principal conducts one to one feedback session with the faculty and staff and decides the appraisal of the employee based on performance, competence, requisite qualifications and experience.

Annex- 1 Screenshot of Feedback form (Faculty and admin)

2. Leave:

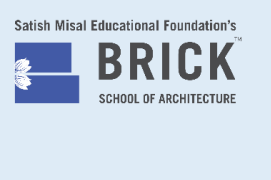
It recognizes the Employee's need to have time off from work for various reasons such as religious, recreational, cultural, medical, personal or others. Leaves are calculated with reference to the Calendar year i.e. 1st January to 31st December each year. Following kinds of leaves are included....

1. **Casual Leaves:** 15 days in a year
2. **Medical Leaves:** 10 days in a year (applicable for faculty employed with the Institute more than 2 years)
3. **Special Leaves:** attending the examination work of University/meeting/conference/ seminar/any other non-remunerative official business of Institute
4. **Maternity Leave:** 3 months paid leaves
5. **Paternity Leave:** 7 days paid leaves
6. **Academic leave:** 15 days as a summer Break and 7 days as a Winter Break (applicable for faculty employed with the Institute more than 1 year)
7. **Study Leave:** Faculty can avail maximum 2 days' study leaves in one semester for Doctoral Research Committee (DRC)
8. **Course Work:** Faculty can avail 5 working days paid leaves in total for the said purpose. Report Writing: 15 days' leaves can be given for report writing in total.
9. Maximum 40 days non paid leaves can be given for report writing

Annex- 2 Screenshot of leave applications and its approval

3. Appointment

The recruitment process in the Institute is well defined. Any vacant post will be advertised in the newspaper and social media first. The recruitment process includes conducting

SSR 2019-20 to 2023-24	
Criterion 6 –Governance, leadership and management	
6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.	

interviews and background checks by the Principal/Principal In Charge/Vice Principal and the appointment / recruitment will be reviewed and finalized by the Director, SMEF. Affiliating University (Savitribai Phule Pune University) and regulating Authority of the Institute (Council of Architecture) conducts faculty Selection process to approve the faculty appointed by the Institutes/new appointments.

Annex-3 a. Flowchart of faculty appointment
b. sample of Faculty appointment letter

4. Service Rules:

SMEFs, HR Manual is a document that contains the policies of SMEF relating to the employment of its teaching and non-teaching staff, its goals, benefits, and expectations of SMEF from its staff and other information which an Employer & Employee will need in the course of employment with SMEF.

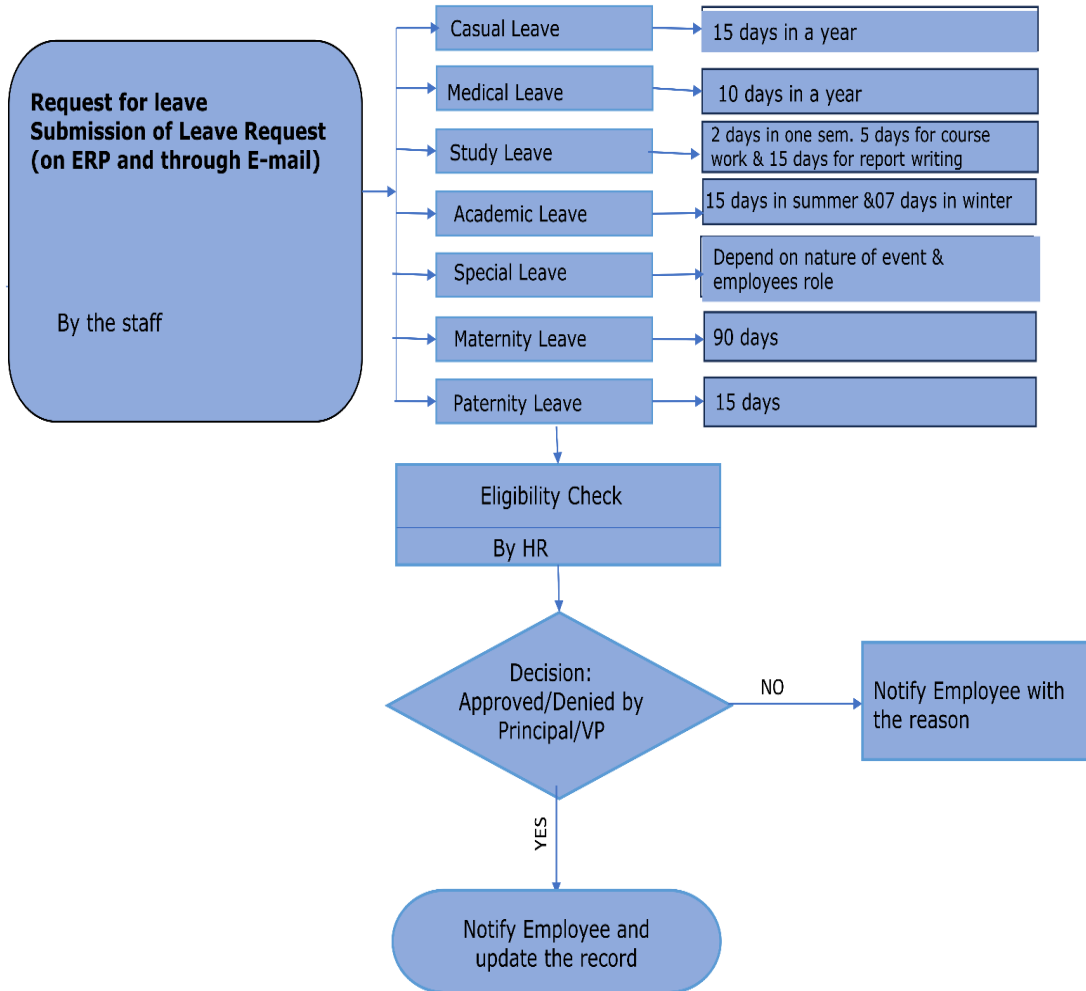
The objective behind creation of this Human Resource Manual by the Managing Committee members of Satish Misal Educational Foundation (SMEF) is to have a hand book that will help in the smooth and efficient management and administration of the Foundation and at the same time maintain transparency and confidentiality between the management and its staff.

5. Portfolio


The organogram represents various committees, that take responsibilities of various portfolios at individual level. The academic and administrative officials work in close coordination with each other. The various portfolios have joint teams of faculty, administrative representatives and in some cases students too. The portfolio heads refer to the vision and mission of the institute and decide the goals and procedures to attain these goals. The code of conduct also includes the protocols where students are made of aware of various areas of development, and understand the procedural aspects.

Annex 4- some examples of functioning of the portfolios

Flow chart of Leave approval process



Annex- 2 Screenshot of leave applications and its approval

AQAR 2022-23	
Criterion 6 – Student Support and Progression	
6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.	

3. Appointment

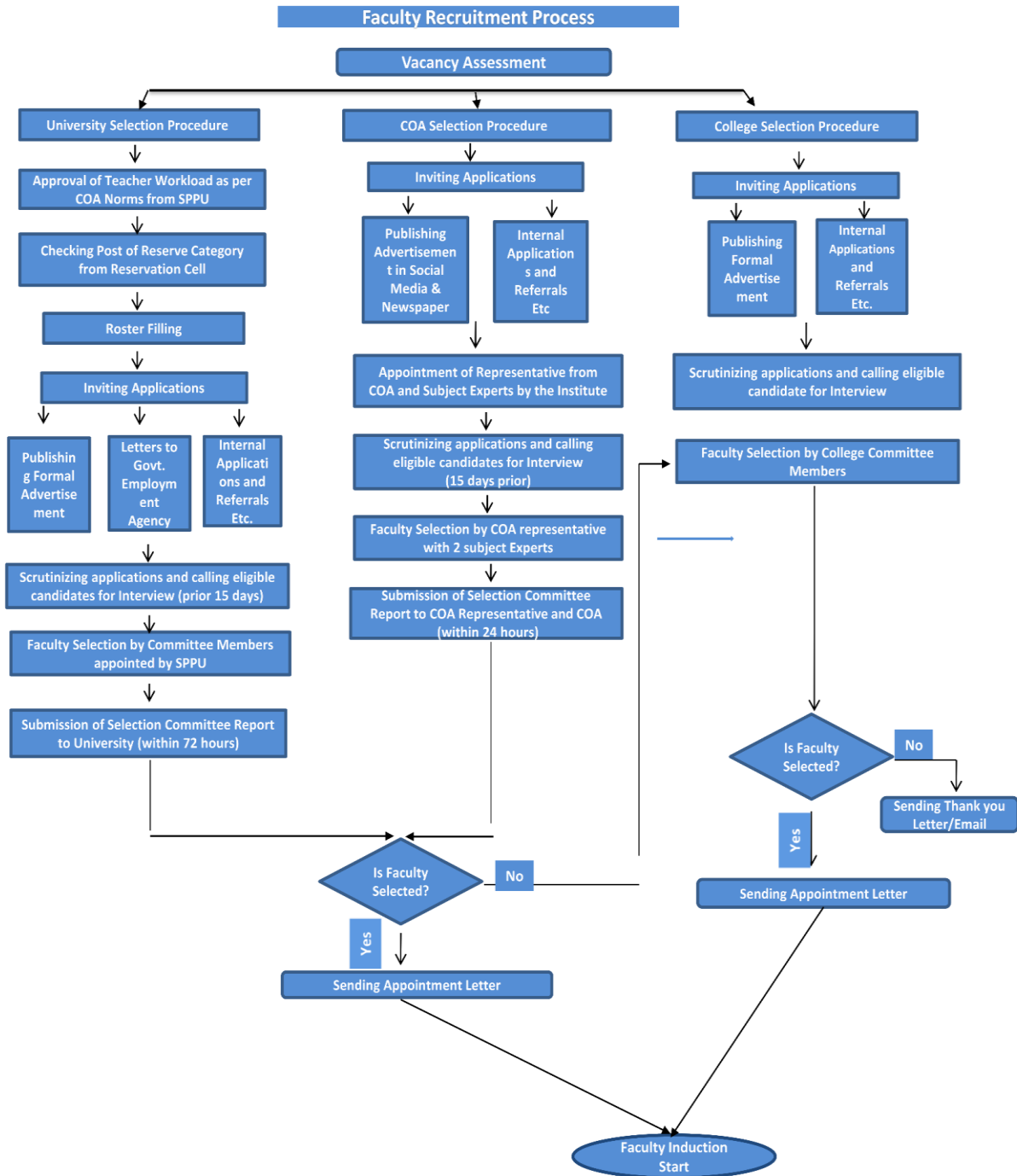
The recruitment process in the Institute is well defined. Any vacant post will be advertised in the newspaper and social media first. The recruitment process includes conducting interviews and background checks by the Principal/Principal In Charge/Vice Principal and the appointment / recruitment will be reviewed and finalized by the Director, SMEF.


Affiliating University (Savitribai Phule Pune University) and regulating Authority of the Institute (Council of Architecture) conducts faculty Selection process to approve the faculty appointed by the Institutes/new appointments.

Annex-3 a. sample of Faculty appointment letter

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Flowchart of faculty appointment



	Satish Misal Educational Foundation's 
The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.	

4. Service Rules:

SMEFs, HR Manual is a document that contains the policies of SMEF relating to the employment of its teaching and non-teaching staff, its goals, benefits, and expectations of SMEF from its staff and other information which an Employer & Employee will need in the course of employment with SMEF.

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Annex-4 Service rule: SMEFs, HR Manual

5. Portfolio

The organogram represents various committees that take responsibilities of various portfolios at individual level. The academic and administrative officials work in close coordination with each other. The various portfolios have joint teams of faculty, administrative representatives and in some cases students too. The portfolio heads refer to the vision and mission of the institute and decide the goals and procedures to attain these goals. The code of conduct also includes the protocols where students are made aware of various areas of development, and understand the procedural aspects.

Annex-5 Some examples of functioning of the portfolios

Annexure 1

Appraisal

Screenshot of Feedback form (Faculty and admin)

Faculty Assesment Form



Name of Faculty: Shradha Mahore Manjrekar

1. Name of The Institute: S.M.E.F.'s Brick School of Architecture Department: Architecture

2. Designation : IQAC Coordinator, Associate Professor 3. Date of Joining : July 20th, 2015

4. Total Experience: 18 Years Teaching: 9 Years Industrial: 9 years

5. Length of service in the Institute: Years: 8 years Months: 6 months

6. Date of Birth: July 19th 1980

Period Of Reporting -2022-23

Remarks By HR
Committee

Remark by CDC

7. Status of appointment (Approval from University/Board, etc):

Approval From: 18th April 2023	Temporary/Ad hoc On Post	Period of Approval	Permanent (on Post) Assistant professor	Conditions for approval	Remarks By HR Committee	Remark by CDC

8. A Qualification (Before Reporting Period):

Degree	Specialization	Year	Division/Grade/ Percentage of Marks	Name of Institute/ College	University	Remarks By HR Committee	Remark by CDC
Graduate	Architecture	2003	First class- 69%	School of Architecture, Institute of Environment Planning and Technology	Rajiv Gandhi Praudyogiki Vishvavidyalay		
Post Graduate	Urban and Rural Planning	2006	7.8 CGPA	Department of Architecture and Planning	IIT Roorkee		
Ph. D/ M.Phil or equivalent							
Any other	Civil Engineering	1999	Honours	Shri Vaishnav Polytechnic Indore	Madhyapradesh board of technical education		

B) Qualification acquired during Reporting Period:							
Degree	Specialization	Year	Division/Grade/ Percentage of Marks	Name of Institute/ College	University		
Graduate							
Post Graduate							
Ph. D/ M.Phil or equivalent		2020-2024 (ongoing)		Department of Architecture and Planning	Amity university, Haryana		
Any other							
9. FDP/SDP/MDP etc./Continuing Education Programs/Industrial Training etc. attended:							
Title	Arranged By			Date/Duration			
"Exposure to the contemporary architectural projects in Nashik"	SMEF's Brick School of Architecture, Pune			June 6-11th 2022			
"MS-Excel in Architectural Research"	Bharati Vidyapeeth College of Architecture, Pune			Sep 24th 2022			
"The challenges faced and best practices followed in Unnat Bharat Abhiyan (UBA)"	Conferance hall of Jal-Vihar Guest House, IIT Bombay			3rd Nov 2022			
National Education Policy 2020	SPA New Delhi			December 10th 2022			
Role of Higher Education in conserving indigenous technologies for sustainable heritage	Association of Indian Universities (AIU) – Amity University Gurugram (AUH), Academic and Administrative Development Centre (AADC), Amity School of Architecture and Planning			April 17-21st 2023			
Methodology and exploration in Architecture and Planning Research	COA TRC Bhopal			April 24-28th 2023			

10. Attendance in Seminar/Workshop/Conference					
	Title	Date/ Duration	Name of Sponsoring Agency	Paper Presented (Y/N)	Proceedings Presented to other faculty /Students (Y/N)
Seminar	C 20 LIFE (Life for Environment), Hybrid Conference on Grassroot Innovation and Lifestyle	April 7th 2023	none	N	N
Conference	Sustainable Development Goals in SAARC Country: Key Issues, Opportunities, and Challenges	Friday, 21 st April 2023.	S.M.E.F.'s Brick School of Architecture	Y	Y
Any other activity relating to subject					
10.(A)lecture/seminar/workshop delivered to other organisations					
	Title	Organisator	Date/Duration		
Lecture/Seminar	"The challenges faced and best practices followed in Unnat Bharat Abhiyan (UBA)"	IIT B	3rd Nov 2022		
Workshop	'Understanding Rural India- Evolving strategies to engage with rural communities in UBA'	VIIT, Pune, IITB	22-23 June'2023		
Conference					

11 Seminar/Workshop/Conference/ Course conducted as Co-ordinator					
	Name	Name of Sponsoring Agency	Place & Date	No. of Participants	
Seminar	Panel Discussion- Urban Planning and Wildlife	Friends of Ecological Society and Kirloskar Vasundhara	25th September 2022, NFAI	100	
Conference					
Workshop	Placemaking workshop	S.M.E.F.'s Brick School of Architecture	7-9 Feb 2023, Waravdi School, Pune District	30	
Courses	Elective on Sustainable Rural Development	S.M.E.F.'s Brick School of Architecture	2022, SMEF's Brick Scho		
12. Consultancy Work and/ or Externally Funded Research Projects:					
Item	Title	Funding Agency	Amount Sanctioned	Amount Received	Percentage of Completion
Consultancy Work					
Externally Funded Research Project					
13. A) Research Publication (Research papers located on internet and /or published in International Journals and / or in proceedings by reputed publishers):					
Title of Research Paper	Name of Proceeding/ Journal	Name of Co-author	Volume & Year		
A Study of Water Management for Built Environment in Rural Part of Western Maharashtra	Education and Society	Dr. Pallavi Sharma, Dr. Poorva Keskar	2023		
Conducive built environment for artforms in Konkan	Urban Village Charitable Trust	Akshata Badhale	2023		

17. Portfolios Handled in the given academic year (Please give title or short account of contribution)		
a. Academic Activities :		
Academic Cordination		
b. Institutional Activities :		
IQAC, Library, Cerificate courses		
C. Co-curricular Activities:		
Unnat Bharat Abhiyaan- 4 projects		
d. Community service and promotion of Entrepreneurship and Job Creation:		
e. Any Other:		
Research Proposal submitted to IISCR and NCI, IIT B		
18. Constraints/Problems if any faced:		
19. Holistic teaching assessment through students/ Co faculty/Academic Coordinator/Principal feedback to be discussed in HR committee and Noted		

Research work to be taken ahead as CSR projects.

Admin Assesment Form



Employee Name:

1.Name of The Institute:SMEF's Brick School of Architecture Department:- Administration

2. Designation:- Senior Clerk cum Exam administrator 3. Date of Joining:- 01/06/2013

4.Total Experience:-

5.Length of service in the Institute: Years:-9 Months:10

6. Date of Birth:-11/08/1965

Period Of Reporting -2022-2023

Remarks By HR
Committee

Remark by CDC

7. Status of appointment : Ad-Hoc/Permanent -

8. A Qualification (Before Reporting Period):

Degree	Specialization	Year	Division/Grade/ Percentage of Marks	Name of Institute/ College	University		
Graduate	B.A[ECONOMICS]	1989	Second Class	S.P.COLLEGE	SAVITRIBAI PHULE PUNE UNIVERSITY		
Post Graduate	M.P.M	1991	Second Class	Naralkar Institute	SAVITRIBAI PHULE PUNE UNIVERSITY		
Ph. D/ M.Phil or equivalent							
Any other	B.LIB.	1990	Second Class	WADIA COLLEGE	SAVITRIBAI PHULE PUNE UNIVERSITY		

B) Qualification acquired during Reporting Period:

Degree	Specialization	Year	Division/Grade/ Percentage of Marks	Name of Institute/ College	University		
Graduate							
Post Graduate							
Ph. D/ M.Phil or equivalent							
Any other							

9. State your Current Job Responsibilities. (सध्या तुमच्यावर असलेल्या कामाच्या जबाबदाऱ्या?)

1] EXAM CUSTODIAN 2] HOSTEL COORDINATOR 3] CANTEEN COORDINATOR 4] STATIONARY -COLLEGE COORDINATOR.5] STUDENT COORDINATOR

2

11. What do you like most about your job? (तुम्हाला तुमच्या कामाबद्दल सर्वात जास्त काय आवडते?)

1] I have like student coordinator 2] Exam custodian also very challenging job, I like it.

12. What do you find most challenging about your job? (तुमची कामे करताना कोण कोणत्या आव्हानांना तुम्हाला सामोरे जावे लागते?)

Exam custodian or Exam Administrator job was very difficult task due to pandemic covid. All programme was arranged by online. First year admission was taken by online, students and parents were not understand about various form [Eligibility, Scholarship Form, Exam Form] and their fees. Students were confused and its very challenging task to collect exam form from students. Our exam team support i had done it.

13. What have you learned over the past year? What challenges have you faced and how have you met those challenges? (गेल्या वर्षभरात तुम्ही नवीन काय शिकलात? तुम्ही कोणत्या आव्हानांचा सामना केला आहे आणि त्या आव्हानांना तुम्ही कसे तोंड दिले?)

Explain students how they had filled the exam form within short period and guide them was very challenging task. Students were called in night and I had explain them and solve the problems. Students support and our exam team work and good coordination.

14. What training would you need to enrich your work.? (तुमच्या कामामध्ये अजून प्रगती करण्यासाठी तुम्हाला कोणत्या प्रशिक्षणाची आवश्यकता आहे का?)

I would like to talk in english. Improve my english writing.

15. List the training you have completed within the past year. (तुम्ही गेल्या वर्षभरात तुम्ही पूर्ण केलेल्या प्रशिक्षणाची यादी.?)
16. Do you have suggestions for improvement in the areas of your department? (तुमच्या कामाच्या विभागात सुधारणा करण्यासाठी काही सूचना आहेत का?) Exam department -1] we don't have[fix] submission room 2] Need more new rack for submission 3] Exam printed Envelop 4] New rack for exam room [kept stationary received from Savitribai phule Pune University. [exam room] 5] Need more & Comfortable chair for examiners.
17. Are there areas where you think you could improve? (अशी कोणती कामे आहेत जिथे तुम्ही अजून सुधारणा करू शकता?) 1] Good Canteen required urgently - Basic needs 2] Auditorium building required for function 3] Hostel facility required in colleg campus. 3] Drinking water is important for health. [Water purifier - urgently required. 4] Boys& Girls common room required sofa, chair, water bottles etc. 5] One Sick room is required for admin and faculty. 6] play ground for outdoor games.
18. Mentioned your achievements (if any) (गेल्या वर्षभरात तुम्ही काही यश संपादन केले असल्यास त्याचे डिटेल्स?)
19. Any suggestions or comments (काही सूचना किंवा प्रस्ताव?) 1] In College Magazine admin photo's for current event participate will be added. 2] Medical Facilities 3] Job permant letter - With Designation 4] Break Fast - college will give certificate like Best Employee of the Year, Best Activies certificate, Multiple tasking Certificate. 5] Colleg will arrange one tour for admin staff.

Seen
 Okali.
 To be discussed for
 action plan in the
 coming semester.

Annexure 2

LEAVES

A: CASUAL LEAVE



Casual Leave

Aditi Wadwale <aditiwadwale@brick.edu.in>

Application - Casual Leave for 22nd and 23rd September

2 messages

Kanchan Shinde <kanchanshinde@brick.edu.in>

Mon, Sep 19, 2022 at 8:34 AM

To: Poorva Keskar <poorvakeskar@brick.edu.in>, Manali Deshmukh <manalideshmukh@brick.edu.in>, Aditi Wadwale <aditiwadwale@brick.edu.in>

Cc: sharduli joshi <shardulijoshi@brick.edu.in>, "Ar. Akshay Gandhi" <akshaygandhi@brick.edu.in>, Anurakti Yadav Shrivastava <anuraktishrivastava@brick.edu.in>

Dear Ma'am,

I Request you to kindly grant me leave on the 22nd and 23rd of September 2022 as my in-laws will be out of town and I would be needed at home to look after my daughter.

Thank you in anticipation.

I have also applied for leave on ERP.

--

Regards

Ar. Kanchan Shinde

Assistant Professor,

SMEF's Brick School of Architecture, Pune.

Satish Misal Educational Foundation's

**Manali Deshmukh** <manalideshmukh@brick.edu.in>

Mon, Sep 19, 2022 at 8:52 AM

To: Kanchan Shinde <kanchanshinde@brick.edu.in>

Cc: Poorva Keskar <poorvakeskar@brick.edu.in>, Aditi Wadwale <aditiwadwale@brick.edu.in>, sharduli joshi <shardulijoshi@brick.edu.in>, "Ar. Akshay Gandhi" <akshaygandhi@brick.edu.in>, Anurakti Yadav Shrivastava <anuraktishrivastava@brick.edu.in>

Approved

*Warm Regards***Manali Deshmukh***Vice Principal*

SMEF'S BRICK SCHOOL OF ARCHITECTURE

[Quoted text hidden]



Aditi Wadwale <aditiwadwale@brick.edu.in>

Leave application

2 messages

shraddha manjrekar <shraddhamanjrekar@brick.edu.in>

Mon, Apr 3, 2023 at 8:31 AM

To: Manali Deshmukh <manalideshmukh@brick.edu.in>

Cc: Poorva Keskar <poorvakeskar@brick.edu.in>, Aditi Wadwale <aditiwadwale@brick.edu.in>

Dear Manali,

I would like to apply for one day of leave on **April 7th 2023 (Friday)** for personal reasons. I have already applied on ERP. I have no classes on that day.

Kind regards,

Ar. Shraddha Mahore Manjrekar

Coordinator, IQAC

Associate Professor

S.M.E.F's Brick School of Architecture,
Pune, India

Manali Deshmukh <manalideshmukh@brick.edu.in>

Mon, Apr 3, 2023 at 11:00 AM

To: shraddha manjrekar <shraddhamanjrekar@brick.edu.in>

Cc: Poorva Keskar <poorvakeskar@brick.edu.in>, Aditi Wadwale <aditiwadwale@brick.edu.in>

Sure Shraddha

*Warm Regards***Manali Deshmukh***Vice Principal**SMEF'S BRICK SCHOOL OF ARCHITECTURE*

[Quoted text hidden]

Annexure 2

LEAVES

B: MEDICAL LEAVE



Medical Leave

Medical Leave 22.02.2023

1 message

Ninad Rewatkar <ninadrewatkar@brick.edu.in>

Wed, Feb 22, 2023 at 8:01 AM

To: Poorva Keskar <poorvakeskar@brick.edu.in>, Manali Deshmukh <manalideshmukh@brick.edu.in>

Cc: Aditi Wadwale <aditiwadwale@brick.edu.in>, Girija Indulkar <girijaindulkar@brick.edu.in>, Anurakti Yadav Shrivastava <anuraktishrivastava@brick.edu.in>

Dear Poorva ma'am and Manali ma'am,

I am not in a condition to come to college since I am suffering from a cough and extreme weakness due to gastric imbalance. I have been prescribed additional medicine by our family doctor to take proper rest for some days. Hence, kindly grant me medical leave on Wednesday, 22 Feb 2023.

Regards,

Ninad Rewatkar

On Tue, 21 Feb, 2023, 7:24 am Ninad Rewatkar, <ninadrewatkar@brick.edu.in> wrote:

Dear Poorva ma'am and Manali ma'am,

I am not in a condition to come to college since I am suffering from a cough and extreme weakness due to gastric imbalance. I have been prescribed additional medicine by our family doctor to take proper rest for some days. Hence, kindly grant me medical leave on Tuesday, 21 Feb 2023.

Regards,

Ninad Rewatkar

On Mon, 20 Feb, 2023, 8:54 am Manali Deshmukh, <manalideshmukh@brick.edu.in> wrote:

Noted

Take care Ninad

Also do apply on ERP too

*Warm Regards***Manali Deshmukh***Vice Principal*

SMEF'S BRICK SCHOOL OF ARCHITECTURE

On Mon, Feb 20, 2023 at 7:26 AM Ninad Rewatkar <ninadrewatkar@brick.edu.in> wrote:

Dear Poorva ma'am and Manali ma'am,

I am not in a condition to come to college since I am suffering from a fever, cough and fatigue. I have been prescribed by our family doctor to take proper rest for some days. Hence, kindly grant me medical leave on Monday, 20 Feb 2023.

I have attached Doctor's prescription for your reference.

Regards,

Ninad Rewatkar

Ninad Rewatkar

DR. SAMEER JOSHI

Reg. No.: 91150 M.B.B.S., F.C.P.S. (Medicine)
Clinic : 022-2414 3057 Cell. : 98214 43972

216, Colony Nursing Home, Sir Bhalchandra Road, Behind Ruia College, Matunga (C.R.), Mumbai - 400 019.

Date: 18-2-2023

This is to certify that Mr. Ninad
Rawatkar is suffering from URTI & fever
& is under my treatment for same. I have
advised him to take rest for 3 days.


DR. SAMEER JOSHI
M.B.B.S., F.C.P.S. (MED)
REG. No.: 91150
216, Colony Nursing Home,
Sir Bhalchandra Road,
Matunga (C.R.) Mum-400 019.

For Appointments, Call on Clinic No & if any Emergency, Call on Mobile. .

Annexure 2

LEAVES

C: SPECIAL LEAVE



Aditi Wadwale <aditiwadwale@brick.edu.in>

SPPU Examination Appointment letter

1 message

Ninad Rewatkar <ninadrewatkar@brick.edu.in>

Mon, Nov 21, 2022 at 9:51 AM

To: Sudhir Deshpande <sudhirdeshpande@brick.edu.in>, Jayaalaxmie deshmukkh <jaya@brick.edu.in>, Medha Deo <medhadeo@brick.edu.in>, shraddha manjrekar <shraddhamanjrekar@brick.edu.in>, Gurudatta Ingale <gurudatta@brick.edu.in>, Aditi Wadwale <aditiwadwale@brick.edu.in>

Dear Exam Team and NAAC Team,

I was invited at BNCA as a external examiner on 17-11-22. I have received attached appointment letter after culmination of design 6 viva. Please find attached appointment letter for your reference.

Dear Aditi ma'am,

Please find the attached document in reference to my absence in college on date 17-11-2022, Thursday.

Regards,

Ninad Rewatkar

**SPPU Examination Appointment letter 22-23.pdf**

264K

MKSSS's Dr. B. N. College of Architecture, Pune
Department of Examination
Academic Year 2022 - 2023, Term I
Oct-Nov 2022 End-semester SS/SV Exams

Date: 17.11.2022

To,
Prof. ...*Ninad Rewarkekar*.....
...*Bricks COA*....., Pune
Cell No.

Subject: Appointment as External Examiner for Oct-Nov 2022 SS/SV Exam

Dear Sir/Madam,

As per communication from the Subject Chairman, we have been informed of your appointment as an EXTERNAL EXAMINER for the following subject/s

SN	Year and Division	Name of Subject	Date and Time
1	Fourth year B.Arch	Arch. Design VI (Regular)& Backlog	17.11.2022
2			
3			

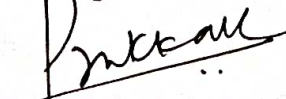
Please make it convenient to conduct the said exam at BNCA as per the schedule.

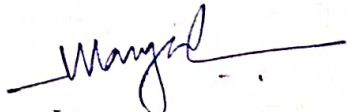
In-case of any query, please contact the Subject teacher / Internal Examiner mentioned below.

Kindly confirm your acceptance to this E-mail

Thanking you

With regards


(Prof. Prakash A. Joshi)
CEO


Internal examiner
Mb. No.....

Please Note: Carry PAN card (Photo copy), Aadhar Card (Photo copy), bank account details (Account holder name, Bank name, bank account number, Branch code, IFSC code) on the day of exam along with your BCUD No.



Aditi Wadwale <aditiwadwale@brick.edu.in>

Attending COA TRC from home

3 messages

Neha Ghugari <nehaghugari@brick.edu.in> Mon, Jan 2, 2023 at 8:33 PM
To: Poorva Keskar <poorvakeskar@brick.edu.in>, Manali Deshmukh <manalideshmukh@brick.edu.in>
Cc: Aditi Wadwale <aditiwadwale@brick.edu.in>, shreyamirpagar@brick.edu.in

Hi Poorva ma'am and Manali ma'am,

As per our conversation on phone, I will be attending COA TRC from home till Thursday. With this, i will be working and coordinating for settlement study with Shreya, meghna, admin from home.

Will come on campus on Friday for final arrangements for the tour.

I will be available on phone for any other work.

Thank you!

Regards,
Neha

Manali Deshmukh <manalideshmukh@brick.edu.in> Mon, Jan 2, 2023 at 8:35 PM
To: Neha Ghugari <nehaghugari@brick.edu.in>
Cc: Aditi Wadwale <aditiwadwale@brick.edu.in>, Poorva Keskar <poorvakeskar@brick.edu.in>, shreyamirpagar@brick.edu.in

Thanks for informing.
Enjoy the TRC and lets take the assignment ahead as a societal project

[Quoted text hidden]

--

Warm Regards

Manali Deshmukh

Vice Principal

SMEF'S BRICK SCHOOL OF ARCHITECTURE

Shreya Mirpagar <shreyamirpagar@brick.edu.in> Mon, Jan 2, 2023 at 8:38 PM
To: Neha Ghugari <nehaghugari@brick.edu.in>
Cc: Aditi Wadwale <aditiwadwale@brick.edu.in>, Manali Deshmukh <manalideshmukh@brick.edu.in>, Poorva Keskar <poorvakeskar@brick.edu.in>

Noted, thanks for the update.
Will take care of necessary things required for settlement study as discussed today.

Warm Regards

On Mon, 2 Jan 2023 at 8:33 PM, Neha Ghugari <nehaghugari@brick.edu.in> wrote:

[Quoted text hidden]

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Thanks & Regards,

Ar. Shreya Shirsath Mirpagar

Assistant Professor

S.M.E.F's Brick School of Architecture,
Pune, India

Annexure 2

LEAVES

D: MATERNITY LEAVE



Maternity Leave

Application for Maternity Leave

12 messages

shraddha gurjar <shraddhagurjar@brick.edu.in>

Tue, Aug 30, 2022 at 12:01 PM

To: Poorva Keskar <poorvakeskar@brick.edu.in>, Manali Deshmukh <manalideshmukh@brick.edu.in>

Cc: Aditi Wadwale <aditiwadwale@brick.edu.in>, rupali dhanwade <rupalidhanwade@brick.edu.in>

Dear Madam,

This email is regarding the application for Maternity Leave and handover of work.

I am currently working on the following subjects and allied portfolios. The details of the handover and status are mentioned below:

1. **Subjects- Urban Studies-** Studio exploration of Subdivision will be almost complete by the time I leave, few inputs will be left after this which my co-faculty is aware of and prepared for
2. **Subjects- CADG-** Akshay and Kanchan have joined the team and are aware of what is happening in the class.
3. **Periscope-** This year's activities have been discussed with Sharduli, kindly let me who will be looking after the portfolio in my absence
4. **Thesis-** All the data from last year has been shared with Vaidehi madam
5. **MOM-** Kindly let me know whom to handover
6. **Collaboration-** Documentation of the activities to date is complete and shared with Sharduli. Currently, there is no pending work from my side.

Please let me know if any other information or formalities are required to be done.

As I am due in the second week of October, I would like to apply for **leave from Monday, 12th of September 2022**. I wish to take the leave for a period of six months.

I have 7 pending casual leaves, I request you to add the same and then start the Maternity leave period.

Kind request to let me know the institute policy regarding Maternity leave.

I will keep you informed about any unforeseen issues with delivery and pregnancy that may delay my joining date.

I would sincerely like to thank the institute for all the support and consideration during my pregnancy, I am definitely going to miss being with you all.

I wish to resume my work with great energy and enthusiasm after the leave!

Regards,

Ar. Shraddha Gurjar

Assistant Professor,

SMEF's Brick School of Architecture

Manali Deshmukh <manalideshmukh@brick.edu.in>

Sat, Sep 3, 2022 at 7:32 AM

To: shraddha gurjar <shraddhagurjar@brick.edu.in>

Cc: Poorva Keskar <poorvakeskar@brick.edu.in>, Aditi Wadwale <aditiwadwale@brick.edu.in>, rupali dhanwade <rupalidhanwade@brick.edu.in>

Dear Shraddha

Thank you for listing down your commitments which we need to handover to another faculty in your absence

Let's discuss this in person with Poorva maam too on Monday with the faculty we have in mind for all other points other than CADG

Warm Regards

Manali Deshmukh

Vice Principal

SMEF'S BRICK SCHOOL OF ARCHITECTURE

[Quoted text hidden]

Aditi Wadwale <aditiwadwale@brick.edu.in>

Tue, Sep 13, 2022 at 11:00 AM

To: shraddha gurjar <shraddhagurjar@brick.edu.in>

Cc: Poorva Keskar <poorvakeskar@brick.edu.in>, Manali Deshmukh <manalideshmukh@brick.edu.in>, rupali dhanwade <rupalidhanwade@brick.edu.in>

Dear Shraddha Madam,

Greetings for the day

Below leaves have been approved by Dr. Poorva Keskar Madam (Principal):

- > Pending Casual Leaves (After deduction of leaves and late marks): **2** (12 & 13 September, 2022)
- > Pending Medical Leaves: **10** (14th to 23th September, 2022)
- > Maternity Leave: **90 days (WITH PAY)** (24th September 2022 to 22nd December 2022) after 23rd December 2022 onwards your leave will be considered as **NON-PAY** leave.

Wish you, happy maternity leave!.

Regards

Aditi R Joshi.

Asst. Librarian

SMEF's Brick School of Architecture.

Undri. Pune.

Tel No. 8380886066/ 7776049922

On Tue, Aug 30, 2022 at 12:04 PM shraddha gurjar <shraddhagurjar@brick.edu.in> wrote:

[Quoted text hidden]

Aditi Wadwale <aditiwadwale@brick.edu.in>

Tue, Sep 13, 2022 at 11:04 AM

To: Chandan Chougule <chandanchougule@brick.edu.in>, Sukhada Bahulkar <sukhadabahulkar@brick.edu.in>

Dear Chandan Sir & Sukhada,

Greetings for the day

Please see below maternity leave details of **Ar. Shraddha Gurjar** for your reference.

Regards

Aditi R Joshi.

Asst. Librarian

SMEF's Brick School of Architecture.

Undri. Pune.

Tel No. 8380886066/ 7776049922

[Quoted text hidden]

Chandan Chougule <chandanchougule@brick.edu.in>

Tue, Sep 13, 2022 at 11:42 AM

To: Aditi Wadwale <aditiwadwale@brick.edu.in>

Cc: Sukhada Bahulkar <sukhadabahulkar@brick.edu.in>

Noted

[Quoted text hidden]

shraddha gurjar <shraddhagurjar@brick.edu.in>

Mon, Sep 19, 2022 at 11:19 AM

To: Aditi Wadwale <aditiwadwale@brick.edu.in>

Cc: Poorva Keskar <poorvakeskar@brick.edu.in>, Manali Deshmukh <manalideshmukh@brick.edu.in>, rupali dhanwade <rupalidhanwade@brick.edu.in>

Dear Aditi,

Thank you for your email and apologies for a late reply!
I had seen the email but somehow the reply remained in draft.

I am grateful to the institute for giving me this time for the maternity.
I assure to be back with more energy and enthusiasm!

I will keep you all posted about the pregnancy and further my return date.

Thank you once again!

[Quoted text hidden]

shraddha gurjar <shraddhagurjar@brick.edu.in>

Thu, Mar 2, 2023 at 11:09 AM

To: Poorva Keskar <poorvakeskar@brick.edu.in>, Manali Deshmukh <manalideshmukh@brick.edu.in>

Cc: rupali dhanwade <rupalidhanwade@brick.edu.in>, Aditi Wadwale <aditiwadwale@brick.edu.in>

Dear Poorva Madam and Manali madam,

I hope you are doing well!

I would like to start with thanking the institute for granting me the Maternity leave. By God's grace me and my baby boy are doing well and it is time for me to decide upon the joining date.

I am excited to join back the Brick Family post my maternity break.

Tentatively I am thinking of joining back from the second week of April.

Kindly let me know your thoughts and the administrative process about the same.

Thanks

Shraddha Gurjar

[Quoted text hidden]

shraddha gurjar <shraddhagurjar@brick.edu.in>

Mon, Mar 13, 2023 at 12:37 PM

To: Poorva Keskar <poorvakeskar@brick.edu.in>, Manali Deshmukh <manalideshmukh@brick.edu.in>

Cc: rupali dhanwade <rupalidhanwade@brick.edu.in>, Aditi Wadwale <aditiwadwale@brick.edu.in>

Dear Madam,

Hope you are doing well!

This is in reference to my previous email regarding joining back to work.

Kind request to help me with the same.

[Quoted text hidden]

Manali Deshmukh <manalideshmukh@brick.edu.in>

Mon, Mar 13, 2023 at 1:16 PM

To: shraddha gurjar <shraddhagurjar@brick.edu.in>

Cc: Poorva Keskar <poorvakeskar@brick.edu.in>, rupali dhanwade <rupalidhanwade@brick.edu.in>, Aditi Wadwale <aditiwadwale@brick.edu.in>

Hi Shraddha

Good to hear that all is well with you and our young Prince.

For me to allocate academic and co-curricular responsibilities on you joining back, would like to know from your end - the hours you can commit from April

Regarding your joining date as per ML application- Rupali /Aditi could confirm

Blessings to you and the baby !

Warm Regards
Manali Deshmukh
Vice Principal
SMEF'S BRICK SCHOOL OF ARCHITECTURE

[Quoted text hidden]

shraddha gurjar <shraddhagurjar@brick.edu.in> Wed, Mar 15, 2023 at 3:11 PM
To: Manali Deshmukh <manalideshmukh@brick.edu.in>
Cc: Poorva Keskar <poorvakeskar@brick.edu.in>, rupali dhanwade <rupalidhanwade@brick.edu.in>, Aditi Wadwale <aditiwadwale@brick.edu.in>

Thank you for your email ma'am!

I will get in touch with Rupali ma'am and aditi ma'am and get back to you with the date and hours of commitment.

[Quoted text hidden]

shraddha gurjar <shraddhagurjar@brick.edu.in> Mon, Mar 20, 2023 at 7:48 PM
To: Manali Deshmukh <manalideshmukh@brick.edu.in>
Cc: Poorva Keskar <poorvakeskar@brick.edu.in>, rupali dhanwade <rupalidhanwade@brick.edu.in>, Aditi Wadwale <aditiwadwale@brick.edu.in>

Dear Madam,

This is in reference with my joining date and commitment hours.

As per telephonic conversation with Rupali madam, I wish to start working from Monday, 17th April.

I would request for your permission to leave at 3:00 PM for a few days, as I need to take care of the baby.

Kindly accept my request!

Looking forward to start my work with Brick family!

[Quoted text hidden]

shraddha gurjar <shraddhagurjar@brick.edu.in> Tue, Aug 22, 2023 at 2:56 PM
To: Poorva Keskar <poorvakeskar@brick.edu.in>, Manali Deshmukh <manalideshmukh@brick.edu.in>
Cc: rupali dhanwade <rupalidhanwade@brick.edu.in>, Aditi Wadwale <aditiwadwale@brick.edu.in>

Dear Madam,

I will take this opportunity to express my gratitude to the institute for all the support I have received so far!

This email is in reference to the previous conversation regarding **leaving the campus by 3:00 PM**.

I would like to request your permission to continue the same till the **end of September**. I will follow the regular time from the month of October.

Kindly accept my request!

Regards,
Ar. Shraddha Gurjar
Assistant Professor,
SMEF's Brick School of Architecture

[Quoted text hidden]

Annexure 2

LEAVES

E: PATERNITY LEAVE

Date: 12th September 2021

To,

The Principal

SMEF's Brick School of Architecture,

Pune

Respected Madam,

I am writing to inform you that my wife has delivered a baby recently, and I would like to apply for paternity leave. As per the Institute's policy, I am entitled to seven of paternity leave. I request you to grant me the leave from days from 13th September 2021 to 19th September 2021.

Thanking You,



Sudhir Deshpande

Associate Professor

SMEF's Brick School of Architecture

approved



Principal

SMEF's Brick School of Architecture
Se No. 50/3/2/2, Undri Pisoli,
Pune 411060 .

Annexure 2

LEAVES

F: ACADEMIC LEAVE



Aditi Wadwale <aditiwadwale@brick.edu.in>

Academic Leave

Regarding winter break

3 messages

Gurudatta Ingale <gurudatta@brick.edu.in>

Fri, Nov 25, 2022 at 6:34 PM

To: Poorva Keskar <poorvakeskar@brick.edu.in>, Manali Deshmukh <manalideshmukh@brick.edu.in>

Cc: Aditi Wadwale <aditiwadwale@brick.edu.in>

Respected Ma'am,

As per your directives, I would like to avail winter break from 29th Nov 2022 to 4th Dec 2022. I (Exam Team) have completed all the pending work related to exam. We have finalised the schedule of Second year SS & SV and mail has been sent to the concerned faculties. Sessional viva schedule has been mailed to regular as well as backlog students also. All the necessary information has been shared with CEOs of MMCOA and PVP.

I have also mailed internal-external examiner details to respective subject chairman.

Thanking you.

Regards

Er. Gurudatta .N. Ingale

Assistant Professor,

SMEF's Brick School of Architecture, Pune.

Poorva Keskar <poorvakeskar@brick.edu.in>

Sat, Nov 26, 2022 at 9:15 AM

To: Gurudatta Ingale <gurudatta@brick.edu.in>

Cc: Manali Deshmukh <manalideshmukh@brick.edu.in>, Aditi Wadwale <aditiwadwale@brick.edu.in>

Dear Gurudatta,

We don't have any problem ... however it will be good to get an ok from Jayalakshmi and Sudhir before you go on the winter break

Sent from my iPhone

> On 25-Nov-2022, at 6:34 PM, Gurudatta Ingale <gurudatta@brick.edu.in> wrote:

>

>

[Quoted text hidden]

Gurudatta Ingale <gurudatta@brick.edu.in>

Sat, Nov 26, 2022 at 9:36 AM

To: Poorva Keskar <poorvakeskar@brick.edu.in>

Cc: Manali Deshmukh <manalideshmukh@brick.edu.in>, Aditi Wadwale <aditiwadwale@brick.edu.in>

Yes Ma'am, I will do the needful.

Thank you.

[Quoted text hidden]



Aditi Wadwale <aditiwadwale@brick.edu.in>

Request for summer break

2 messages

Gurudatta Ingale <gurudatta@brick.edu.in> Fri, Jul 21, 2023 at 10:18 AM
To: Poorva Keskar <poorvakeskar@brick.edu.in>, Manali Deshmukh <manalideshmukh@brick.edu.in>
Cc: Aditi Wadwale <aditiwadwale@brick.edu.in>, Jayalaxmi deshmukh <jaya@brick.edu.in>, Hemant Joshi <hemantjoshi@brick.edu.in>, Medha Deo <medhadeo@brick.edu.in>

Respected ma'am,

I am writing to request permission for a summer break formally. I would like to take time off from 24th to 28th July as the subject assimilation, internal marking for BCM – II, and examination-related tasks are completed.

As per discussion with Manali ma'am regarding the dates on which faculties other than AD subject can take a break within the design week, so requesting the same within these dates only.

Please approve the same. I am thanking you in anticipation.

Regards

Er. Gurudatta .N. Ingale

Assistant Professor,

BRICK School of Architecture, Pune

Manali Deshmukh <manalideshmukh@brick.edu.in> Fri, Jul 21, 2023 at 6:59 PM
To: Gurudatta Ingale <gurudatta@brick.edu.in>
Cc: Aditi Wadwale <aditiwadwale@brick.edu.in>, Hemant Joshi <hemantjoshi@brick.edu.in>, Jayalaxmi deshmukh <jaya@brick.edu.in>, Medha Deo <medhadeo@brick.edu.in>, Poorva Keskar <poorvakeskar@brick.edu.in>

Leave approved.

[Quoted text hidden]

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Warm Regards

Manali Deshmukh

Vice Principal

SMEF'S BRICK SCHOOL OF ARCHITECTURE

Annexure 2

LEAVES

G: STUDY LEAVE



Study Leave

Application for Winter break and PhD Semester Review

2 messages

sharduli joshi <shardulijoshi@brick.edu.in>

Wed, Nov 1, 2023 at 7:40 PM

To: Poorva Keskar <poorvakeskar@brick.edu.in>, Manali Deshmukh <manalideshmukh@brick.edu.in>

Cc: Aditi Wadwale <aditiwadwale@brick.edu.in>, Omkar Kale <omkarkale@brick.edu.in>, Shreya Mirpagar <shreyamirpagar@brick.edu.in>

Dear Poorva and Manali,
I hope my email finds you well.

I am writing to request that I be granted my winter break during the upcoming week of Diwali, which falls between **November 20th and 25th**. The reason for this request is that my **PhD review** for the current semester has been scheduled for **Monday, November 27th, 2023**, and I will need to travel to LPU for the review. I plan to resume my regular duties on Tuesday, November 28th.

I have already discussed this matter with my team in **AGD-1**, and they have agreed to manage the studio in my absence. However, regarding **Workshop-1**, it appears that Omkar may face challenges conducting the studio on his own due to his commitments to his Master's Studio. To address this, we have coordinated with TOS/History/Communication Skills to swap studios for that specific week.

I will remain accessible via phone in case of any emergencies or urgent matters that may require my attention.

Warm regards,
Sharduli Joshi
Associate Professor,
SMEF's Brick School of Architecture, Pune

Manali Deshmukh <manalideshmukh@brick.edu.in>

Thu, Nov 2, 2023 at 6:31 AM

To: sharduli joshi <shardulijoshi@brick.edu.in>

Cc: Poorva Keskar <poorvakeskar@brick.edu.in>, Aditi Wadwale <aditiwadwale@brick.edu.in>, Omkar Kale <omkarkale@brick.edu.in>, Shreya Mirpagar <shreyamirpagar@brick.edu.in>

Dear Aditi
Please note the Winter break for Sharduli be recorded as requested and 27th Monday absence from campus be considered for her PhD review

Warm Regards
Manali Deshmukh
Vice Principal
SMEF'S BRICK SCHOOL OF ARCHITECTURE

[Quoted text hidden]

11/2/23, 4:24 PM

Gmail - Regarding schedule for the evaluation for the Ph.D. End Term Presentation (ETP) Nov 2023



sharduli paranjpe <shardulisp@gmail.com>

Regarding schedule for the evaluation for the Ph.D. End Term Presentation (ETP) Nov 2023

1 message

rdc.etr@lpu.co.in <rdc.etr@lpu.co.in>
To: shardulisp@gmail.com

Thu, Nov 2, 2023 at 2:59 PM

Dear Research Scholar,

Greetings for the day!

This is in reference to the UMS Announcement (Ref. No. LPU/DOE/IC/231003/001) 3rd October 2023 for the conduct of the Ph.D. End Term Presentation (ETP) evaluation. Please find below the schedule for the ETP evaluation.

Reg.NO	Name of Scholar	Domain	Time	Date	Venue
41900409	Sharduli Tejas Joshi	Architecture	03-04 PM	27th November 2023	6-406

Note: - The research scholar is required to submit one hard copy of ETP report duly signed by the supervisor on/before the day of evaluation. The result will only be declared after the submission of a hard copy of the ETP report. The scholar is required to submit the hard copy of the attached attendance policy duly signed by the scholar as well as the supervisor in Block 30 Room No. 310.

Further, you are required to ensure the following:

- 1) You are required to be available 5 minutes' prior to the actual scheduled timing of the seminar.
- 2) You are required to be in formal dress code.
- 3) The research scholar must have a laptop and bring their own projector cable (HDMI & VGA) for connecting the projector at the time of evaluation (mandatory).
- 4) In case you are not available for the ETP evaluation as per the scheduled time, you will be marked absent. In such a case, your result will stand as not recommended.
- 5) You are advised to take the recommendation/ remarks of the panel members in a positive way for the improvement of your research proposal.
- 6) The Scholar must include the slide of the Action Taken Report (ATR) of previous evaluation recommendations in the presentation and each slide should have the slide number.

Note:

1. The End Term Presentation (ETP) evaluation of the research scholar may be rescheduled in case the expert does not report on the date of evaluation due to some emergency.
2. The medium of communication in the presentation for the Ph.D. seminar evaluation is English except for the scholars of the domain Hindi, Performing Arts and Punjabi. The research scholar is required to ensure the same during the presentation.

In case of any query kindly write at rdc.etr@lpu.co.in

Regards

Research Degrees Evaluation Cell, Division of Examination

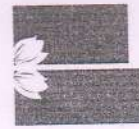
Lovely Professional University

Punjab.

Annexure 3

Appointment

a. sample of Faculty appointment letter



Date: 22-08-2022

Ref:BSA/HR/2022-23/1587-2

Appointment Letter

Full Name : Ar. Vaidehi Lavand

Age :41

Place : Pune

Dear Ar. Vaidehi,

Subject: Your Appointment as "Associate Professor" in SMEF's Brick School of Architecture.

The Managing Committee members of "Satish Misal Educational Foundation" – "SMEF", are pleased to appoint you as "Associate Professor" in Brick School of Architecture run by the Society/Trust on the following terms and conditions:

1. Date of Joining:

You are being appointed as Associate Professor on Ad-hoc basis in SMEF's Brick School of Architecture w.e.f. 22nd August 2022 for academic year 2022-23

2. Place of Work:

Your place of work at present will be SMEF's Brick School of Architecture, S.No. 50/2/3/3, Undri, Pune-411060. However, your services / job, is/are liable to be transferred in such capacity as the Institute may from time to time determine to any other department, establishment, and Institute of the Foundation.

3. Duties & Responsibilities:

Your services will be generally governed by the Maharashtra Universities Act, 2016 Statutes, Code of Conduct, Ordinances and Rules and Regulations laid down by The Savitribai Phule Pune University, State Government from time to time. In addition, you shall obey all such instructions/directions of your superiors / Managing Committee members / office bearers of Satish Misal Educational Foundation. Your working hours and timings shall be minimum 8 hours per day, and/or as finalized by the Managing Committee members of SMEF. You shall always act in the best interest of SMEF and will not take any such action that could in any way be detrimental to the interest, name, fame of SMEF. Your appointment is subject to the minimum number of students and the workload prescribed by the management for the post.

4. Remuneration:

You will be paid as per the prevailing government norms during your tenure of appointment. Notwithstanding the pay scale mentioned herein above, annual increment will be based and granted upon your satisfactory and diligent discharge of duties and at the discretion of the Managing Committee / office bearers of the Foundation from time to time. You will also be entitled to Dearness Allowance, House Rent Allowance and Conveyance Allowance as per the relevant rules. In addition, appropriate deductions and contributions will be also made towards Profession Tax, TDS, PF etc.

5. Work Conduct:

During your employment with SMEF, you shall devote your best efforts for promoting the aims and objects of SMEF. You are required to effectively carry out all duties and responsibilities as assigned to you by the Managing Committee of SMEF and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of SMEF.

In addition, during your period of employment with SMEF you are restrained / prohibited from conducting or engaging yourself in any private tuitions or private coaching classes. Moreover, you are not to engage yourself in any other job, paid, full time, part-time or

otherwise during the continuance of your service except with the written consent / permission of the Managing Committee / office bearers of SMEF.

6. Disclosure of Information:

At the time of joining you are required to disclose all the information about yourself, and confirm that the same is true and correct and agree to immediately disclose, to SMEF any such interests or circumstances which may arise during your employment.

7. Confidentiality:

All information regarding the affairs of SMEF or matters related to SMEF's Brick School of Architecture, its concepts, working methods, membership details, staff details, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a secret.

You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the your appointment and, use it only as may be required in the normal course of your work and shall not disclose the same to anyone without permission/ consent of the office bearers of SMEF.

You shall use the Society's name, Logos / trademarks or other identifiers strictly in the manner permitted by the office bearers or management of SMEF and only for the purposes of the services/work delegated to you during your tenure of employment with SMEF.

You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine, publication relating to the SMEF's information or to any matter with which the SMEF may be concerned, unless you have previously applied to and obtained the written permission from the management and/or the office bearers of SMEF.

8. Notice Period:

SMEF has the authority to terminate your appointment at any time by giving 1 months' notice period. Further if you wish to resign from your services/ employment in SMEF then it is mandatory on your behalf to give 1 month notice period to SMEF with the reason for the same.

If the employer fails to serve the notice within the stipulated time, then the management of SMEF has the right to adjust your one month's salary and other dues from your full & final payment.

9. Termination of Services:

If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.

So also during the course of your employment, if it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring SMEF into disrepute, been absent for continuous period of 15 days without permission (including absence when leave though applied for but not granted), indulged in policy violation/fraud/financial irregularities, have committed any heinous criminal act or any offense involving moral turpitude. Examples include, forgery, robbery, etc., sexual harassment or other act that threatens or likely to damage the reputation of the SMEF and/or been found to demonstrate unsatisfactory job performance then your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

10. Expenses:

SMEF shall reimburse all your reasonable / actual expenses incurred in the performance of your duties as specified in this letter subject to the submission of the receipts with the concerned authorities and within the time stipulated. The laid down claims procedure must be followed and you will be entitled for reimbursement of the expenses made.

11. Return of Property of SMEF:

You shall promptly upon request by the Office bearers of SMEF and the event upon the expiry or termination of your employment return and surrender to SMEF all assigned asset and all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the objects/activities of

SMEF which may have been prepared by you or come into your possession or control in the course of your employment. You shall not keep any copies of these items in any form whatsoever. Violation of this clause may invite legal action against you.

12. Other:

Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. You will be governed by the decisions taken by the Managing Committee of SMEF during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Managing Committee members and/or office bearers. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.

All the correspondence, communications by SMEF herein after shall be made either personally at work place or at the residential address given by you. If you change your residence you shall forthwith inform your new residential address to SMEF. It will be presumed that any letter sent by Registered Post is acknowledged and duly signed by you.

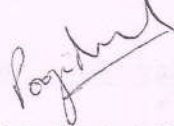
You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm having dealing with SMEF and if you are offered any, you should immediately report the same to the Management/ office bearers of SMEF.

You agree to keep SMEF, its Managing Committee members, office bearers indemnified against all costs, damages or losses incurred by SMEF directly or indirectly, as a consequence of any legal action initiated by your previous employer against SMEF for any reason whatsoever. Moreover, you will retire on attaining the age of 60 years or earlier if found unfit or on completion of your tenure of employment with SMEF which ever is earlier.

At this stage we take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey and we are counting on you to help us in achievement of our aims and objects.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and conditions set out herein.

Yours Faithfully,



Ms. Pooja Misal

(Director)



Dr. Poorva Keskar

(Principal)

I hereby accept and agree to the terms and conditions of this employer t contract and any amendments, additions hereto. I also promise to adhere and abide by the policies and regulations of SMEF as mentioned and amended from time to time.

Signature



Name

Dr. Vaideshi Lavand

Date

CERTIFIED TRUE COPY



PRINCIPAL
SMEF's Brick School o
Architecture , Pune.

Annexure 4

Service Rules

Service rule: SMEFs, HR Manual



HUMAN RESOURCES MANUAL **OF SATISH MISAL EDUCATIONAL FOUNDATION**

1) **INTRODUCTION:**

Satish Misal Educational Foundation, (For the sake of convenience referred to as Foundation/SMEF) is a Society and a Public Trust duly registered under the provisions of the Societies Registration Act, 1860, and Maharashtra Public Trust Act, 1950. The Trust was registered on 7/2/2012 by the Assistant Charity Commissioner, Pune, and bears P. T. R. No. F/31824(Pune). The Foundation is governed vide its own Memorandum of Association and Rules and Regulations since its inception. The registered office of SMEF is C/o Madhuri Satish Misal, Ramaynagari, 'D' Building Flat No. 3,4,5,6, Bibvewadi, Pune – 411 037.

- This HR Manual is a document that contains the policies of SMEF relating to the employment of its teaching and non-teaching staff, its goals, benefits, and expectations of SMEF from its staff and other information which an Employer & Employee will need in the course of employment with SMEF.

2) **Mission:**

SMEF Creates 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.

3) **Objective:**

The objective behind creation of this Human Resource Manual by the Managing Committee members of Satish Misal Educational Foundation (SMEF) is to have a hand book that will help in the smooth and efficient management and administration of the Foundation and at the same time maintain transparency and confidentiality between the management and its staff.

4) **Applicability & Scope:**

This Human Resource Manual shall be applicable to all the Teaching and Non – Teaching staff employed in “Satish Misal Educational Foundation”, its branches and Institutes being run under its ambit. The applicability of this Manual shall be limited only during the course of employment with SMEF. This Manual contains general statements of policy and should not be read as forming an express or implied contract. In addition, it is the responsibility of all the Institutes, branches, departments, Units etc. of SEMF to apply and abide by the policies mentioned in this Manual.

5) **Philosophy:**

- It is the fundamental policy of SMEF that all employees should be treated fairly and without any discrimination.
- SMEF would like to maintain cordial relations with its employees, afford easy accessibility, strengthen channels of communication and adopt a pro-active role to motivate its employees.
- No person/employee will be discriminated during his period of employment due to race, colour, religion, sex, gender, marital status, political belief, age, disability, ancestry, and sexual preference.

- This equal opportunity extends to all aspects of employment, including recruitment, hiring, training & development, promotions, termination, lay-offs, discipline and all conditions of employment and benefits/privileges in accordance with applicable statutory laws.
- SMEF will attempt to ensure that no employee is subjected to arbitrary decisions. All candidates for employment will be considered on merit.
- It is the responsibility of the Managing Committee of SMEF to ensure that fundamental human rights are not violated.
- SMEF shall strive to provide a safe and healthy working environment. SMEF expects that all individual employees shall maintain professional code of conduct and SMEF expects high standards of trust, honesty and integrity from all its employees.

6) DEFINITIONS/ TERMS & POLICIES :

a) Society/Trust :

Means “Satish Misal Educational Foundation” – SMEF having its registered office at,C/o Madhuri Satish Misal, Ramaynagari, ‘D’ Building Flat No. 3,4,5,6, Bibwewadi, Pune – 411 037,and its liaison office/s, located anywhere in Pune, Maharashtra / India or those which may be established in future.

b) Professor/Assistant Professor/Project Manager / Consultant / Director / Associate Director/Principal/Principal-in-charge:

Means any person so appointed by Managing Committee of SMEF as employee of SMEF with any of the above designations.

c) Recruitment :

The recruitment process shall include conducting interviews and background checks by the Principal/Principal In Charge and the appointment / recruitment will be reviewed and finalized by the Director, SMEF. In addition, the

Director is to ensure that all recruitments are within the budget approved by the Managing Committee of SMEF.

d) Employee:

Means any person appointed by SMEF (Teaching and Non-Teaching) for its establishment and includes an employee as defined under these service Rules and Regulations. The singular shall include the plural, and the feminine, the masculine wherever applicable.

e) Training

The teaching, and/or non teaching staff, once appointed, shall undergo training as per requirement for the smooth functioning of the Foundation and the Institutes being run by it.

f) Attendance:

Means presence of the Employee concerned at his/her designated place of work and in effect engaged in the allotted work. All employees are expected to be punctual and observe office timings.

g) Probationer :

Is a person who is provisionally appointed to a post and is under probation for the prescribed period. Upon satisfactory completion of the probationary period, the "Probationer" will be confirmed by an Order in writing. A break of 7 (seven) or less days as finalized by the Managing Committee may be given to the probationer .

Teaching Staff -

- The period of Probation for **Ad - hoc** faculty will be 24 (Twenty four) months. At the end of yearly appointment break of 7 days will be given before giving appointment for further period if required. Break will be given for minimum 2 years of service subject to satisfactory performance of the faculty. If faculty gets

approved by Savitribai Phule Pune University (hence further referred as "SPPU") Selection committee before completion of 2 years of service, break will not be applicable.

- A fresh appointment letter will be issued by SMEF once the Ad- hoc faculty is selected by SPPU selection committee.
- In the break period faculty shall not be paid any remuneration.
- The faculty shall be eligible for employment on permanent basis after successful completion of period of probation and selection by SPPU - Selection committee.
- Once a faculty gets appointed, his/her personal file shall be maintained by the Foundation & Institute. The concerned faculty should submit all the necessary documents which include his /her CV, Appointment Order, all relevant certificates, and joining report etc. The faculty has to submit necessary approval letter issued by their concerned University.
- The faculty shall submit such Certificate/s acquired by them during the period of their service in the Institute from time to time.
- The faculty will be eligible for the service book that is maintained by the officer duly authorized by Principal after joining the Institute. The Service book will contain such information regarding date of birth, date of appointment, qualifications, scale of pay, increments, period of probation, particulars of leave and such other information as the Competent Authority may prescribe. The entries in the service book shall be brought to the notice of the faculty concerned after the end of each academic year and his/her signature obtained.

Non Teaching Staff –

- The period of probation for Non Teaching staff is 24 months. However, the period can be reduced at the discretion of the Managing Committee. At the end of 24 months Letter of permanent appointment can be given subject to satisfactory

performance by the staff/employee. A fresh appointment letter shall be issued once staff gets permanent position in the Institute.

- Once non teaching staff gets appointed, his/her personal file needs to be maintained by the institute. The concerned staff should submit all the necessary documents which include his /her CV, appointment order, all relevant certificate/s, and joining report etc.
- The non teaching staff shall submit the new certificate/s acquired by them in the period of their service to the Institute from time to time.

h) Confirmed/Permanent Faculty/Employee:

If the faculty is selected by SPPU Selection committee in accordance with provisions of the bye –laws serves the Institute during the probation period of 24 months then he/she becomes Confirmed /Permanent Faculty. A separate letter/order shall be given to such faculty intimating the change.

i) Contractual Employee/faculty :

Such appointment shall be for a fixed period on full time basis which normally should not exceed one (1) year. The faculty which is appointed on contract basis will be given consolidated pay (which is written in contract). He /she shall not be eligible to secure any additional allowances. The contract may be renewable on mutually agreeable terms if both the parties desire to re–enter into the contract.

j) Appointment on Ad-hoc Basis:

Teaching -

The College Principal can appoint a candidate of proven merit for vacant post subject to condition that the post shall be advertised within (6) six months of such vacancy and selection made in accordance with provisions of the SPPU bye –laws.

Such ad-hoc appointments should invariably be regularized subject to selection by SPPU.

The Institute can appoint faculty on Ad-hoc basis selected by Local Managing Committee (LMC) for a period of one academic year. This faculty should be eligible as per Council of Architecture & SPPU Norms.

Non - Teaching :

The Institute can appoint Non Teaching staff on Ad-hoc basis for a period of (12) twelve months. The Institute can also appoint Non Teaching staff on a contract basis for a period of (12) twelve months. After completion of contract period, the management can renew or break the contract with the staff subject to his/her satisfactory performance.

k) Job Description :

The document of responsibilities for each employee for the purpose for which he/she was employed (Teaching & Non-Teaching) is defined as 'job description.' Each employee would be issued a job description, which would include specific activities and the targets that need to be accomplished. The Managing Committee of SMEF reserves the right to revise, add or modify the job descriptions of an employee at any time. It is obligatory on part of the employee so appointed to abide by the job description.

l) Resignation :

A desire to be relieved from the services/employment of SMEF subject to acceptance of the resignation, from a particular period of time, usually giving 2 (two) months notice or as specified in the letter of appointment or confirmation

or contractual agreement. Notice period for the post of Principal shall be 3 (three) months. If the employee fails to serve the notice within the stipulated time, then the employee is liable to surrender his/her (1) one month's salary and other dues from his/her full & final payment to the Foundation before getting relieved. Accordingly, all rights and benefits accruing to employee/s shall stand withdrawn from the last day of employment.

m) Termination :

If an employee is found to be repeatedly dis-regarding the Disciplinary Rules of SMEF in spite of 2 (two) notices in continuity, or if the performance of the employee (regular or contractual) is not up to the desired level or does not show signs of improvement even after being given the required training, the Managing Committee of SMEF may serve a notice of termination. On Termination the employee should return all the movable properties held by him during the course of his employment such as printed materials/ dead stock, laptops, keys, stamp, seals, cheque books, pass books and other important documents held by him/her as a condition to receive final pay/ cheque.

n) Salaries:

The salary shall be given on completion of 30/31 days from the date of joining the Foundation. Payment of salary will be in accordance with the Payment of Wages Act, 1936. The salary be given within 10 days after completion of the above period.

o) Suspension :

Employees who have violated the disciplinary standards and professional code of behaviour/ guidelines and who have failed to improve their conduct, intentionally or habitually, after warnings through written communications shall

be suspended from services for such period as decided by Managing Committee of SMEF. During suspension period, the said employee will not be allowed to render any kind of duties.

p) Annual appraisal /Increment

The performance of the staff will be evaluated by the Director and Principal/Principal In-charge yearly in consultation with HR committee. The monetary appraisals/increment will be done yearly or once in two years, depending on the efficiency and delivery of work. The increment does not become a fundamental right of the employee and the Managing Committee of SMEF may, if so desire, decrease the percentage of increment, suspend the increment either temporarily or completely stop payment of appraisals/increments to employees it does not deem worthy of increment.

q) Benefits:

Employer's Contribution to the Group Personal Accident Insurance Scheme or any other benefits given to employees as decided by the Managing Committee of SMEF constitutes the Benefits to its employees.

r) GRATUITY :

Gratuity Scheme as per the Payment of Gratuity Act, 1972, is applicable to the contractual/permanent employees of SMEF. Gratuity shall be payable to an employee on the termination of his/her employment after he/she has completed the fixed term of his/her service or after rendering a continuous service for not less than five (5) years as the case may be.

- a) On his/her retirement or resignation, or
- b) On his/her death or disablement due to accident or disease prior to completion of five (5) years

Payment of Gratuity would be calculated as :

- a) Last Salary drawn x 15 days x No. of years served/(26/30)
- b) All Rules and Regulations as per the Gratuity Act will apply.

Gratuity will not be paid in full to any employee whose services have been terminated for any act of wilful omission or negligence causing any damage or loss to or destruction of property belonging to the Employer. The forfeiture would be to the extent of the damage or loss so caused.

Gratuity payable to the Employee will be wholly or partially forfeited for any riotous and disorderly conduct or any other act of violence on the part of the employee, or for any act which constitutes an offence involving moral turpitude provided that such offence is committed by him/her in the course of his/her employment.

s) Promotion:

Employees shall be promoted to higher positions, on the basis of their past performance, competence, requisite qualifications and experience.

t) Appointments:

An appointment letter will be issued to all staff and subsequent to the receipt of the letter of invitation to join employment, the candidate would be expected to submit a joining report. All candidates should provide the following details:

- Copy of the relieving letter or 'No dues' certificate from previous employer ;
- Copies of experience certificates from all earlier employers ;

- Filled - in personal profile form of SMEF with two (2) passport size photographs ;
- Signed copy of the Conflict of Interest Statement ;
- Copy of pay slip or salary certificate of last drawn salary ;
- PF Nomination and PF Transfer Form, if applicable

u) Standard appointment letter:

A standard appointment letter will be given to the employee mentioning the terms of appointment such as the position, probation, tenure, remuneration, termination, clause of leaves, Health insurance/ESI, etc.

v) Provident Fund:

Employee/s shall contribute a fixed percentage, which is fixed and inconsonance with prevailing Law and procedure or as modified from time to time and will be deducted at source from their earned basic salary every month, which shall not include other allowances if the number of employees working/employed in SMEF crosses 20 (twenty). SMEF as an Employer, shall contribute such amount as determined by the Government of India from time to time, and shall abide by all the Rules in this context. Employees shall be required to make a nomination conferring the right to receive the amount that may stand to his/her credit in the Fund in the event of his/her death before the amount standing to his/her credit has become payable, or where the amount has become payable before the payment has been made. This shall be as per the provisions

under the Employee's Provident Fund and Miscellaneous Provisions Act, 1952 or as modified from time to time.

w) ESI/Personal Accident Insurance Policy :

All employees of SMEF, who are not governed and covered by the ESI Rules, shall be covered under Mediclaim Policy / Personal Accident Insurance Policy for such sum of rupees to be determined by the Managing Committee of SMEF from employer to employee and the premium shall be paid by SMEF. The Managing Committee of SMEF has authority to change the fixed limit, however, the employee can get his name or spouse name and their children covered for the same, within the overall amount.

x) Leave for Teaching staff:

The following policy recognizes the Employee's need to have time off from work for various reasons such as religious, recreational, cultural, medical, personal or others. Leave shall be calculated with reference to the Calendar year i.e. 1st January to 31st December each year. Following kinds of leaves are included....

- 1) Casual leave:** - The **confirmed faculty** and **faculty appointed on ad hoc basis** are eligible for 15 days casual leave in an calendar year and Contract faculty shall be eligible to get casual leaves according to their number of working days in a week. These are not combined with Holidays. The application for casual leave shall be sent at least one day before the date from which casual leave is required. The faculty shall not be entitled for more than (7) seven days casual leave at a time

together with prefix and suffix Sundays/holidays. **Holidays or Sundays falling between the periods of casual leave shall be counted as casual leave if leave is taken before Saturday and after Sunday.*

- 2) **Medical Leave:** - **Only confirmed faculty or faculty associated with the Institute for more than 2 years** shall be entitled for leave on medical ground for 10 (ten) days on communication basis or 20 (twenty) days on half pay for each year of completed service. The medical leave shall be granted on the production of medical certificate from the Registered Medical Practitioner. Non confirmed faculty/ the faculty who has not completed 2 years is not eligible for Medical Leave.

Medical leave cannot be taken for less than 3 days at a time.

- 3) **Special Leave:** **Confirmed Faculty** attending the examination work of University/meeting/conference/ seminar/any other non-remunerative official business of Institute provided prior sanction shall be treated on duty.

- 4) **a. Maternity Leave:**

- A **non confirmed lady** faculty, having not more than two living children, shall be entitled to maternity leave without pay for a period of 90 Days, subject to production of medical certificate. This period will be considered as break in service and faculty can resume their duties at the institute on the same post.
- **Confirmed lady** faculty, having not more than two living children, shall be entitled to maternity leave with full pay and allowances for a maximum period of 90 Days, subject to production of medical Certificate.

b. Paternity Leave: Male faculty, having not more than two living children, shall be entitled to paternity leave without pay for a period of 07 Days.

5) Academic Leave:

- **Confirmed faculty** /faculty associated with the Institute for more than 2 years shall be entitled to academic leave of 15 (fifteen)/ or 10 working days in the summer and 7 days in winter as term break only in the non teaching period.

The faculty shall be expected to undertake such work in the College during the academic leave, relevant to his/her duties as a faculty, as may be assigned to him/her.

***A Faculty appointed newly can not avail academic leave within the 1 year of their service.**

Application for any kind of leave mentioned above shall be made in the prescribed Leave Form for obtaining prior permission of the Sanctioning authority/Managing Committee of SMEF.

Leave Encashment/Surrender Leave:- Leaves are on a yearly basis . Those will lapse in that particular year. Left over leaves cannot be carried forward to next/subsequent year or en-cashed.

6) Study Leave

The faculty shall be associated with the Institute for minimum 3 years to avail the advantages of study leave. The Study leave shall be given to the faculty, perusing Master program or Ph.d coursework /Exam/Report.

Study leave for faculty perusing Ph.d

Faculty can avail maximum 2 days study leaves in one semester for Doctoral Research Committee (DRC)

Course Work: Faculty can avail 5 working days paid leaves in total for the said purpose.

Report Writing : 15 days leaves can be given for report writing in total.

Maximum 40 days non paid leaves can be given for report writing.

(Only one faculty can avail the benefits of the study leave at a time on first come first serve basis)

Leaves for PG

Faculty can avail the paid leaves for attending the examination.

All the above leaves will be given with prior approval from Director/Principal/Principal In Charge subject to submission documentary evidence from the faculty.

Financial Aid :

Faculty are not eligible to avail any financial sponsorship for attending Seminar/Workshop/Conference/Faculty Development Program

y) Leave for Non-Teaching staff:

➤ **Casual leave:** -

The non teaching staff is eligible for 15 (fifteen) days casual leave in an academic year. These are not combined with Holidays. The application for casual leave shall ordinarily be sent at least one day before the date from which casual leave are required. The staff shall not be entitled for more than seven (7) days casual leave at a time together with prefix and suffix S

undays/holidays. **Holidays or Sundays falling between the periods of casual leave shall be counted as casual leave if leave is taken before Saturday and after Sunday.*

➤ **Medical Leave:** -

The permanent non teaching staff shall be entitled for leave on medical ground for 10 (ten) days or as decided by the Managing Committee on communication basis or 20

(twenty) days on half pay for each year of completed service. The medical leave shall be granted on the production of medical certificate from the Registered Medical Practitioner.

Medical leave cannot be taken for less than 3 days at a time.

➤ **Maternity leave :-**

A non permanent non teaching staff, having not more than two living children, shall be entitled to maternity leave without pay for a period of 90 Days, subject to production of medical certificate. This period will be considered as break in service and staff can resume their duties in the Institute on the same post. Permanent non teaching staff, having not more than two living children, shall be entitled to maternity leave with full pay and allowances for a maximum period of 90 Days, subject to production of medical Certificate.

➤ **Leave Encashment/Surrender Leave:-**

Leaves are on a yearly basis shall lapse in that particular year if not utilized. Left over leaves cannot be carried forward to next year or en-cashed.

z) Holidays:

There would be Holidays on Local & National Festivals (in all fourteen in a year). However, it is the discretion of the Managing Committee of SMEF, to finalize the list of holidays during a calendar year as per the SPPU directives.

The non teaching staff shall be entitled to holiday/vacation of (7) seven days in the summer and (7) seven days in Diwali festivals.

aa) Hours of Work:

Working hours will be from 8.00am hours to 4.00 pm hours with due interval for lunch from 12.45 pm hours to 1.30 pm hours from Monday to Saturday. For office assistants, driver/s the attendance will be from 08.30 hours to 18.30 hours with due lunch interval.

Should the staff have to work beyond hours at any time, to complete their assignment, they would do so voluntarily, and in the interest of their own performance. However, if the work assigned is too big and the employee has to spare more hours every day/week the Managing Committee of SMEF can consider to give overtime incentive to such employee. The office bearers of SMEF have authority and discretion to fix the amount of overtime to be given to employee/s.

bb) Confidentiality:

The use of confidential information must be strictly limited to the regular and proper conduct of SMEF. Except as authorized by Managing Committee of SMEF or required by law, no staff member or others having access may disclose confidential information to any person, Company, Society/Trust/NGO or other entity.

cc) Reimbursement of expenses :

The Managing Committee of SMEF shall reimburse to its employee/s all actual expenses incurred by him/her/them for the activities of SMEF during the course of Employment.

dd) RETIREMENT :

- a. The employment shall terminate automatically on the employee attaining the retirement age, which shall be 60 years, for Principal's post retirement age shall be 62 years. UGC guidelines will be applicable for Teaching faculty and Principal of the Institute/s.
- b. The Managing Committee of SMEF, in exceptional cases, at its sole discretion, extend the retirement age, in blocks not exceeding 2 (two) years, at a time.

7) Miscellaneous :

a) Administration of the Code

This Code of Conduct has been approved by the Managing Committee of SMEF in its meeting and has the full support of the General Body.

b) Applicability of Acts.

All acts such as Maharashtra Shops and Commercial Establishments Act, Prevention of Sexual Harassment of Women at Workshop Act, 2013, Maharashtra Recognition of Trade Unions and Prevention of Unfair Labour Practices Act, 1971, Maharashtra Labour Welfare Fund Act, Minimum Wages Act and Equal Remuneration Act will be applicable for the time being in force.

c) Individual Responsibility

It is the responsibility of each employee of SMEF to uphold this Code and the policies and procedures laid down under this Code. All employees are expected to administer and enforce it as a part of their responsibilities. An employee's conduct, in relationship to the Code and policies, may affect his or her performance reviews and job status. Violations or failure to report violations are grounds for discipline, up to and including termination.

d) The Telephone, and E-Mail are to be used for official calls/use only.

e) Reporting Concerns

Anyone who wishes to report any Code compliance matters, may contact the Director of SMEF or Principal/Principal in charge. The Managing Committee of SMEF will support any employee who raises an ethical issue or question or reports wrong doing to them in good faith. All inquiries and reports will be treated with courtesy and discretion, and no employee will suffer any reprisal, retaliation or career disadvantage for reporting questionable behaviour.

f) Improvement of the Code of Conduct

The Code of Conduct is intended to be a living document, always relevant for the smooth running of SMEF and situations which employees face during employment. Suggestions for improving the Code should be sent to Director / office bearers of SMEF.

Annexure 5

Portfolio

Some examples of functioning of the portfolios

Satish Misal Educational Foundation's



Collaborations

Year 2022-23

Collaborations

VISION

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

Thus, the action plan to be carried out calls for collaboration with institutions and organizations at the local, national, and international levels to improve outcomes in the holistic learning environment.

Goals

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

Status of the objectives

Sr No	Objective	Status	Remarks
1	Collaborate with Educational institutes in and outside India for academic enhancement.	80%	Collab with Institute of Havana didn't go ahead
2	Collaborate with industries involved in societal projects of public interest like area development, environment, construction, sanitation etc.	80%	A few collabs are still in pipeline
3	Collaborate with institutes for skill development of students	60%	Language skills courses, software skill courses were not a success

SUMMARY SHEET

Collaborations

Sr. No	Institute/Industry	Type of MoU	Month of Initiation process	Status of Collaboration	Activity done under the collaboration
1	Alliance Française de Pune (French Language)	Certificate course (Umbrella)	Initiated in February 2022	MoU signed on 20th July 2022	Attempted Certificate course - (Activity could not happen)
2	Ms. Keerti Vaidya (German Language)	Certificate course (Umbrella)	Initiated in February 2022	MoU signed on 20th July 2022	Attempted Certificate course - (Activity could not happen)
3	MVP's College of Architecture, Nashik	Institutional (Umbrella)	Initiated in June 2022	MoU signed on 27th June 2022	Faculty Development Programme by Dr. Prajakta Baste at Brick on 4th August 2023
4	Vishwakarma Institute of Information Technology, Kondhwa	Institutional (Umbrella)	Initiated in June 2022	MoU signed on 25th January 2023	Sessions by Brick faculty at VIIT details from Jaya
5	LOMOS Archilabs	Certificate course (Umbrella)	Initiated in February 2022	MoU signed on 18th July 2022	Software training for students
6	TJU	Institutional (Umbrella), Masters (Project)	Initiated in November 2021	MoU signed on 1st and 2nd March 2023	Master course initiated
7	ICOMOS	Research	Initiated in July 2022	Under Progress	Settlement study, book publication, etc - details from Vaidehi
8	Barav Movement	Research (Project)	Initiated in February 2023	MoU signed on 31st March 2023	Activity not conducted yet

Collaborations

9	Alliance Française de Pune (Sketching)	Workshop (Project)	Initiated in	MoU signed on 28th Feb, 2023	Sketching
10	Navi Disha Academy	Consultancy (Project)	Initiated in February 2023	MoU signed on 4th April 2023	Students designed small auditorium for Kudachi Shaala
11	NAAM	Industrial (Umbrella)	Initiated in October 2022	Under Progress	Student discussed his thesis and expressed interest to execute it in the village with NAAM
12	VK Group	Industrial (Umbrella)	Initiated in	MoU signed on November 2022	
13	VK E (solar decathlon)	Competition (Project)	Initiated in	MoU signed on June 2022	Solar Decathlon
14	Urvee Foundation (solar decathlon)	Competition (Project)	Initiated in	MoU signed on June 2022	Solar Decathlon
15	Karunar Kheti (solar decathlon)	Competition (Project)	Initiated in	MoU signed on June 2022	Solar Decathlon
16	Ethos and Arcause Club	Industrial (Umbrella)	Initiated in	MoU signed on September 16, 2022	
17	Kumar Properties	Industrial (Umbrella)	Initiated in	MoU signed on 6th September 2022	
18	Madhav Limaye Consulting LLP, Pune	Industrial (Umbrella)	Initiated in	MoU signed on 19th September 2022	

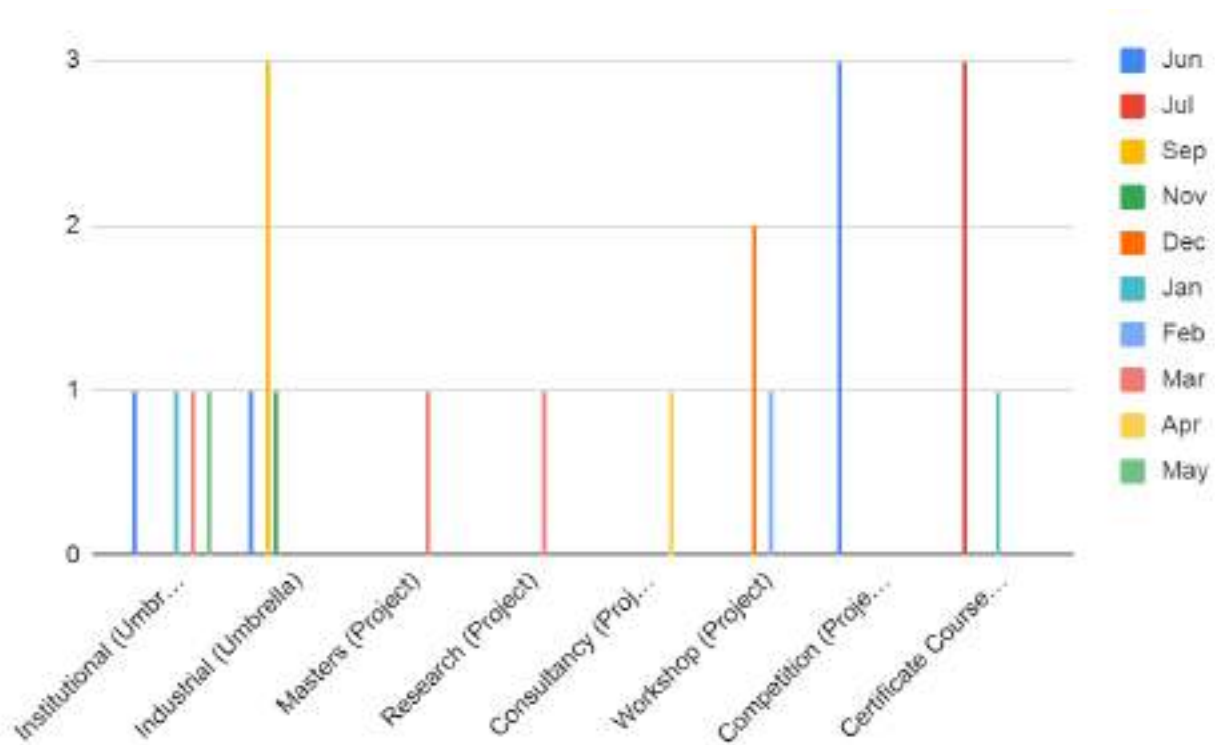
Collaborations

19	Ruchi Bajaj	Certificate Courses (Umbrella)	Initiated in	MoU signed on 2nd January 2023	Certificate course
20	CuMi lab	Industrial (Umbrella)	Initiated in	MoU signed on June 2022	Elective
21	School mobility program - Abhijeet	Workshop (Project)	Initiated in	MoU signed on December 2022	Extension activity
22	School mobility program - Infill	Workshop (Project)	Initiated in	MoU signed on December 2022	Extension activity
23	SB Patil	Institutional (Umbrella)	Initiated in	MoU signed on 9th May 2023	Presentation at SB Patil

Collaborations

Month wise Summary Sheet of the activities

Sr. No	Activity	2022							2023					Total
		Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
1	Institutional (Umbrella)	1									1		1	3
2	Industrial (Umbrella)	1			3		1							5
3	Masters (Project)										1			1
4	Research (Project)										1			1
5	Consultancy (Project)											1		1
6	Workshop (Project)							2		1				3
7	Competition (Project)	3												3
8	Certificate Courses (Umbrella)		3						1					4
	Total													21



Satish Misal Educational Foundation's



BRICKTM

SCHOOL OF ARCHITECTURE

Competitions



Year 2022-23

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COMPETITION ACHIEVEMENTS 22-237

INTRODUCTION

At Brick, we believe in multi-disciplinary interaction and exposure to various competitions/ design challenges at National and International forum. In some circumstances, a competition is regarded as continuing education because it enhances one's understanding of a particular profession or business. At SMEF's Brick School of Architecture '*Competition portfolio*' was established for holistic development of students.

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. Competitions offer a platform to students to interact with like-minded individuals and polish their skills. Students get opportunity to interact and compete with world beyond Brick. They possess an additional benefit for academic pursuits as students find inspiration in the accomplishments of their peers. Engaging in such activities familiarizes students with new software and enhances their presentation skills, providing an advantageous edge to their involvement in design studios. Furthermore, competitions involving collaborative efforts among students contribute significantly to the development of teamwork, allowing individuals to recognize and capitalize on each other's strengths for optimal results. Often students also team up with faculty and students from other disciplines, so they are more aware of other fields and experts.

With this vision in mind, we have a dedicated competitions cell through which students are encouraged to participate in various competitions which are global. Competitions help vertical interaction within the institute along with alumni as well Competitions help students get better with multi-tasking, time management and get comfortable working with various professionals.

A detailed database of various national and internal level competitions has been created on the available courses and made available to the students that occurs annually. Students also identify various platforms of their passion and express interest to opt for particular competitions, that are organized during the semester time. The institute acknowledges their interest and encourages them to go for these competitions.

Overall competitions have contributed in a positive way and had definitely boosts students' confidence and is a definite value addition on their resume!

VISION

2022's vision statement

Increase participation of various competitions at Brick by diversifying the platforms for growth and bring back competition culture post pandemic

Way forward for 2023

Increasing the number of student achievements in all of the diverse avenues explored in 2022.

OBJECTIVES

- To revive the competition culture at Brick by encouraging more participation at various platforms.
- To diversify the platforms of opportunities by exposing students to encounter with not just competitions but also workshops, leaning schools and other growth platforms.
- To connect students with seniors and alumni who have participated or achieved in different avenues resulting in better mentoring of students and better vertical interaction amongst students.
- To target week 1- week 9 of both semesters for competitions and the semester breaks for workshops and exposure tours.

GOALS

To participate in all diverse sets of competitions we come across

STRATEGIES

- Using multiple communication channels to strengthen our connections with students like whastapp broadcasts, whatsapp groups, emails, etc
- Delegation of roles and responsibilities by creating student batch representative teams and sharing the vision with them.
- Forming different student groups of participants and connecting them with previous winners/participants/professionals from the alumni network.
- To expose students and Alumni to Architectural workshops further paving path for various career opportunities.
- Identify students with capabilities and encourage them for specific competitions as well as help 1st-3rd years in exploring various platforms of opportunities.

TEAM (year 2022-23)



Ar. Ninad Rewatkar
Assistant Professor

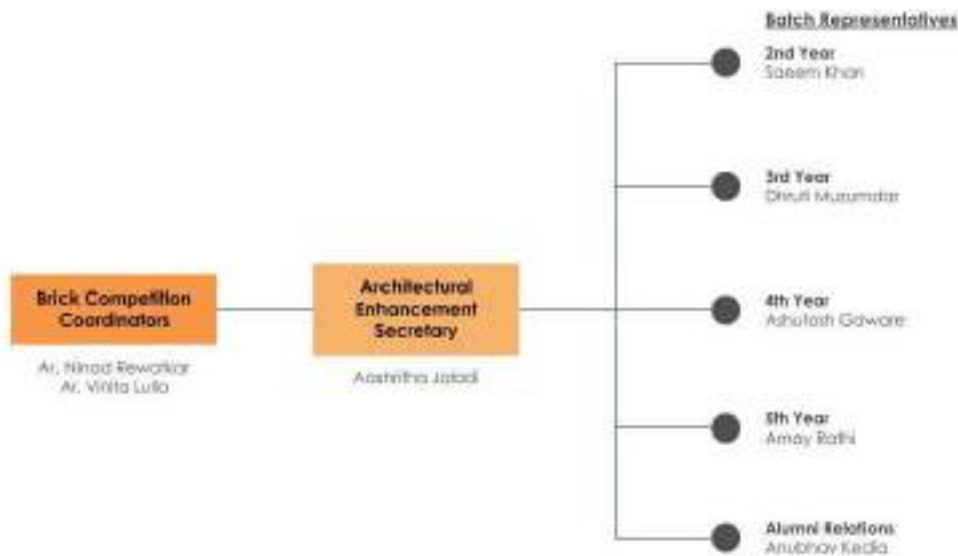


Ar. Vinita Lulla
Assistant Professor



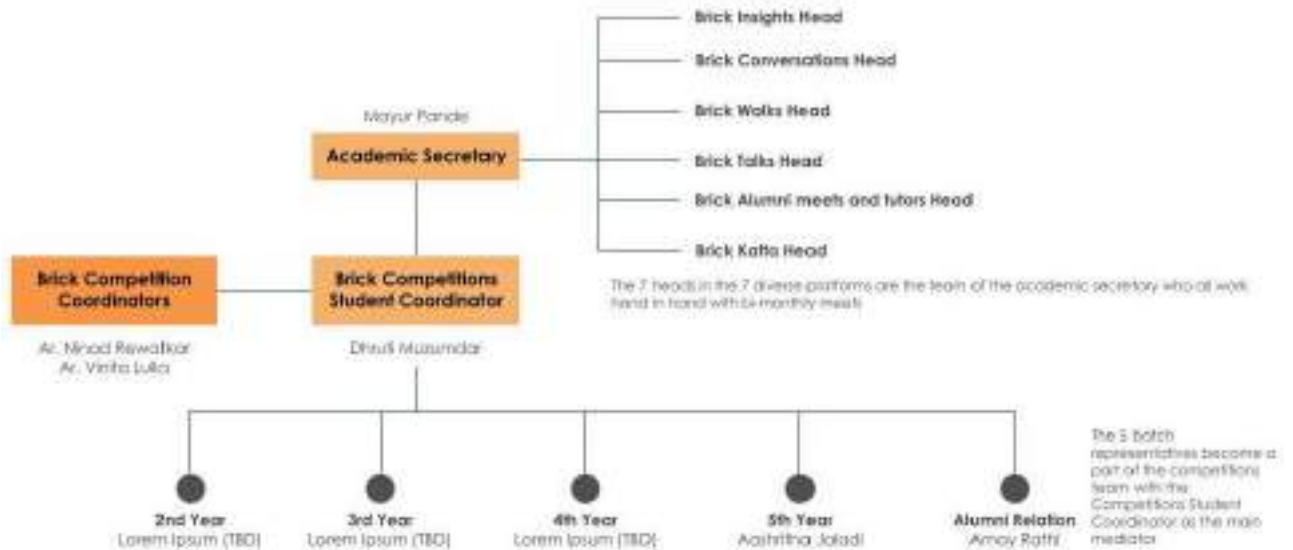
Ar. Sudhir Deshpande
Associate Professor

The faculty at the institute get opportunity to choose the respective portfolios based on their specialization, and availability. The Competition team of academic year 2022-23 comprised of three faculties Ar. Ninad Rewatkar , Ar. Vinita Lulla and Ar. Sudhir Deshpande. Faculties work closely with team of highly enthusiastic students body which help them to regulate. Conduct and network with all students at institute.



Hierarchical Model 22-23

Downsides of Existing Hierarchical Model- The student coordination team of 5 are to be recognized and mentioned to the whole school to ensure they get the credit for their effort. It also helps students to know who all they can approach. Delegation of responsibilities to multiple people is efficient when the roles are well-defined and well recognized. Therefore, team has proposed new model for upcoming year. 2023-24.



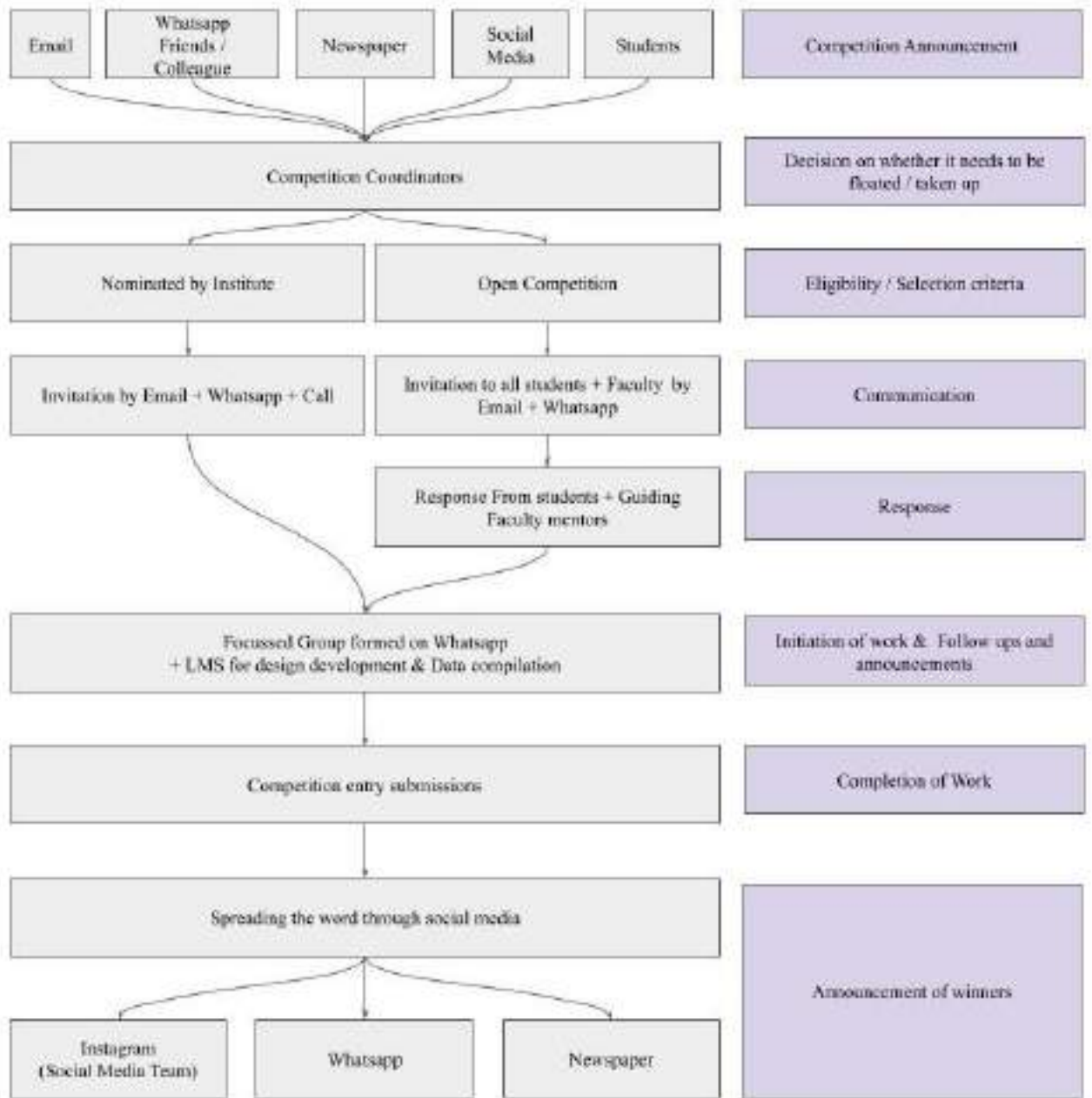
Strategy for new Hierarchical Model- The Academic secretary can focus on other areas along with competitions by having a competitions student coordinator and a team. Delegating work and by recognizing the efforts the model would be a success through a strategic approach.

Proposed Hierarchical Model 23-24

Source of Competition portfolio report 2022-23:

https://docs.google.com/presentation/d/1BcyqaXombUXEhyFibSsQHFt9Z_21E18l/edit?usp=sharing&oid=111476129489938787456&rtpof=true&sd=true

STANDARD PROCESSES



Link for flow chart:

https://docs.google.com/presentation/d/1LjI4v8c7b8O0yfh8U_Pj0jfHGqRx1HIVxtdxYFzNgm4/edit?usp=sharing

COMPETITION ACHIEVEMENTS 22-23



Source of Competition portfolio report 2022-23:

https://docs.google.com/presentation/d/1BcyqaXombUXEhyFibSsQHFt9Z_21E18l/edit?usp=sharing&oid=111476129489938787456&rtpof=true&sd=true



Certificate Courses



Year 2022-23

Certificate courses, Academic year 2022-23

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INTRODUCTION

The “*Certificate Courses*” are specialized education programs created to reinforce or develop a set of professional/other abilities. In some circumstances, a certificate program is regarded as continuing education because it enhances one’s understanding of a particular profession or business. 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. The Certificate Courses Cell of the institute takes efforts to introduce a wide spectrum of certificate courses that are available online and offline mode to the students. A detailed database has been created on the available courses and made available to the students. The courses that have minimum 40 contact hours are considered as certificate courses by this cell. Students also identify various platforms of their passion and express interest to opt for certificate courses, that are organized during the semester break time. The institute acknowledges their interest and encourages them to go for these courses.

VISION

The institute has philosophy to widen the scope of learning beyond classrooms, textbooks and exams. The educative environment of the institutes goes beyond conventional learning and teaching techniques to encompass a global approach. And to venture in the horizons of ever-expanding learning opportunities, the “**Certificate Courses Cell**” of the institute envisions multifaceted development of the students.

GOALS

- 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

TEAM (year 2022-23)



Shradha Manjrekar
Associate Professor



Neha Gosavi
Assistant Professor

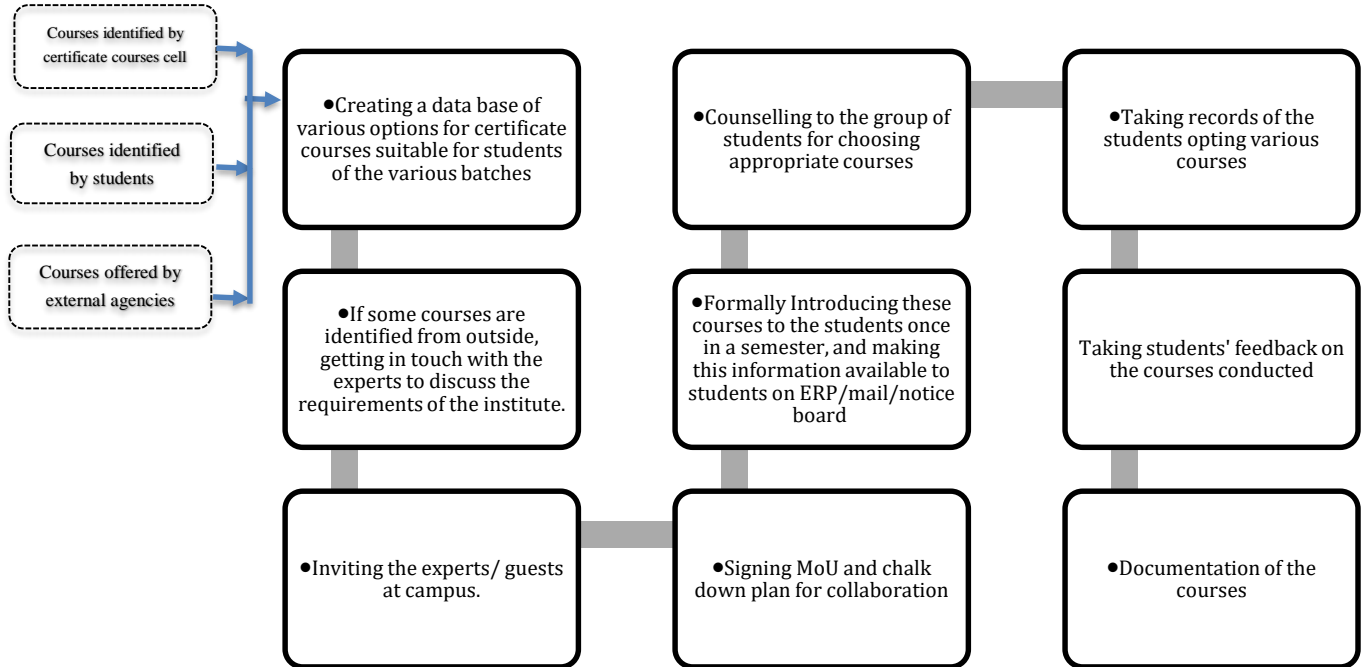


Bhagyashree Bandekar
Assistant Professor

Certificate courses, Academic year 2022-23

The faculty at the institute get opportunity to choose the respective portfolios based on their specialization, and availability. The Certificate courses team of academic year comprised of three faculties. Shraddha Manjrekar lead the cell with Neha Gosavi and Bhagyashree Bandekar.

STANDARD PROCESSES



ACTIONS AND TIMELINES- 2022-23

Yearly Focused Goals		
<ul style="list-style-type: none"> ● Goal 1: Introduction of courses on foreign languages, Life skills, and an ICT skill development course ● Goal 2: One course to be conducted in a way that it contributes towards society ● Goal 3: At least 3 collaborations to happen through certificate courses 		
S r N o	Actions/ Tasks	Timeline
1	Activity 1: Background work by the certificate courses team to identify the certificate courses for the year	May- July
2	Activity 2: Presentation of the certification cell for orienting students to take these courses	July- 4 th week
3	Activity 3: Identifying guests/ experts for introducing these courses in the campus	August, and December (or second week of beginning of each semester)
	Signing MoU with these agencies	
4	Activity 4: Interest shown by outside agencies to conduct the courses in the institute	As per their schedule
	Signing MoU with these agencies	
5	Activity 5: Interest shown by the students to take the courses outside the institute	One month before every semester break
6	Activity 6: Updation of data base	Once in every two months
7	Activity 7: Communicating with the students to get the updates of the ongoing and completed certificate courses	Once in every two months
8	Activity 8: Compilation of the documentation of the certificate courses	1-2 nd week of August

ANNUAL REPORT 2022-23

Summary

Sr. No	Title of the course introduced	Particulars	Certifying Agency/ Expert	Activity period	Number of students participated
--------	--------------------------------	-------------	---------------------------	-----------------	---------------------------------

Certificate courses, Academic year 2022-23

1	Use of Bamboo as a construction material	Course identified by the students and a group of students opted to take it	Bala Sundaram - Auroville Bamboo Centre	June 2022	13
2	Hunarshala Foundation's Earthen Construction Material Workshop	Course identified by the students and a group of students opted to take it	Hunarshala foundation, Bhuj	12-15 July 2022	22
3	ICT skill enhancement courses	<ul style="list-style-type: none"> MoU was signed The course was introduced to the students	LOMOS Archilabs	July-Nov 2022	10
4	Foreign languages Session 1	<ul style="list-style-type: none"> MoU was signed The course was introduced to the students	Alliance Française de Pune (French Language)	August 2022	0
5	Foreign languages Session 2	<ul style="list-style-type: none"> MoU was signed The course was introduced to the students	Ms. Keerti Vaidya (German Language)	August 2022	0
6	Universal Accessibility	5-days course with detailed inputs and hands on exercises was conducted in the campus	Ar. Parul Kumtha, Nature Nurture Architects and Planners	August 10-14 th 2022	23
7	Certificate course in upcycling	5 days certificate course was introduced during Brick Fest	S.M.E.F.'s Brick Group of Institutes Faculty: Abhijeet Kondhalkar,	Feb 5-9 th 2023	26
8	Edge tool certificate course- EDGE ("Excellence in Design for Greater Efficiencies")	5 days certificate course was introduced in third year design studio for the enhancement of sustainable features in design.	EDGE Faculty, Ar. Abhang Kamble and Ar. Vineeta Lulla. Both are EDGE certified professionals	March 10-17 th , 2023	83
9	Values of Excellence in Life	<ul style="list-style-type: none"> MoU was signed The course was introduced to the students 10 weekly sessions of 4 hours on every Mondays were conducted by Ms. Ruchi Bajaj of Bhakti Vedant Gurukul	Bhakti Vedant Gurukul in collaboration with S.M.E.F.'s Brick Group of Institutes	Jan 10 th to March 25 th 2023	80
	Total	<ul style="list-style-type: none"> 			258

Certificate courses, Academic year 2022-23

Analysis

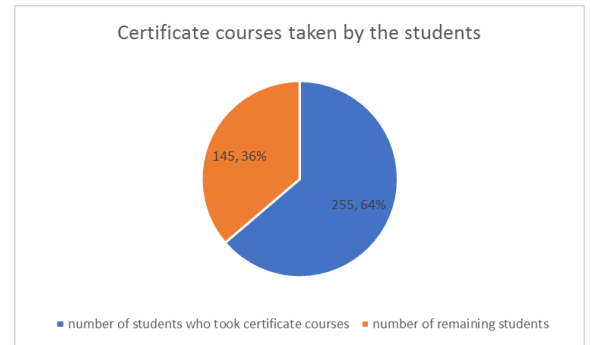
Number of courses introduced- **9**

Number of courses taken by the students- **7**

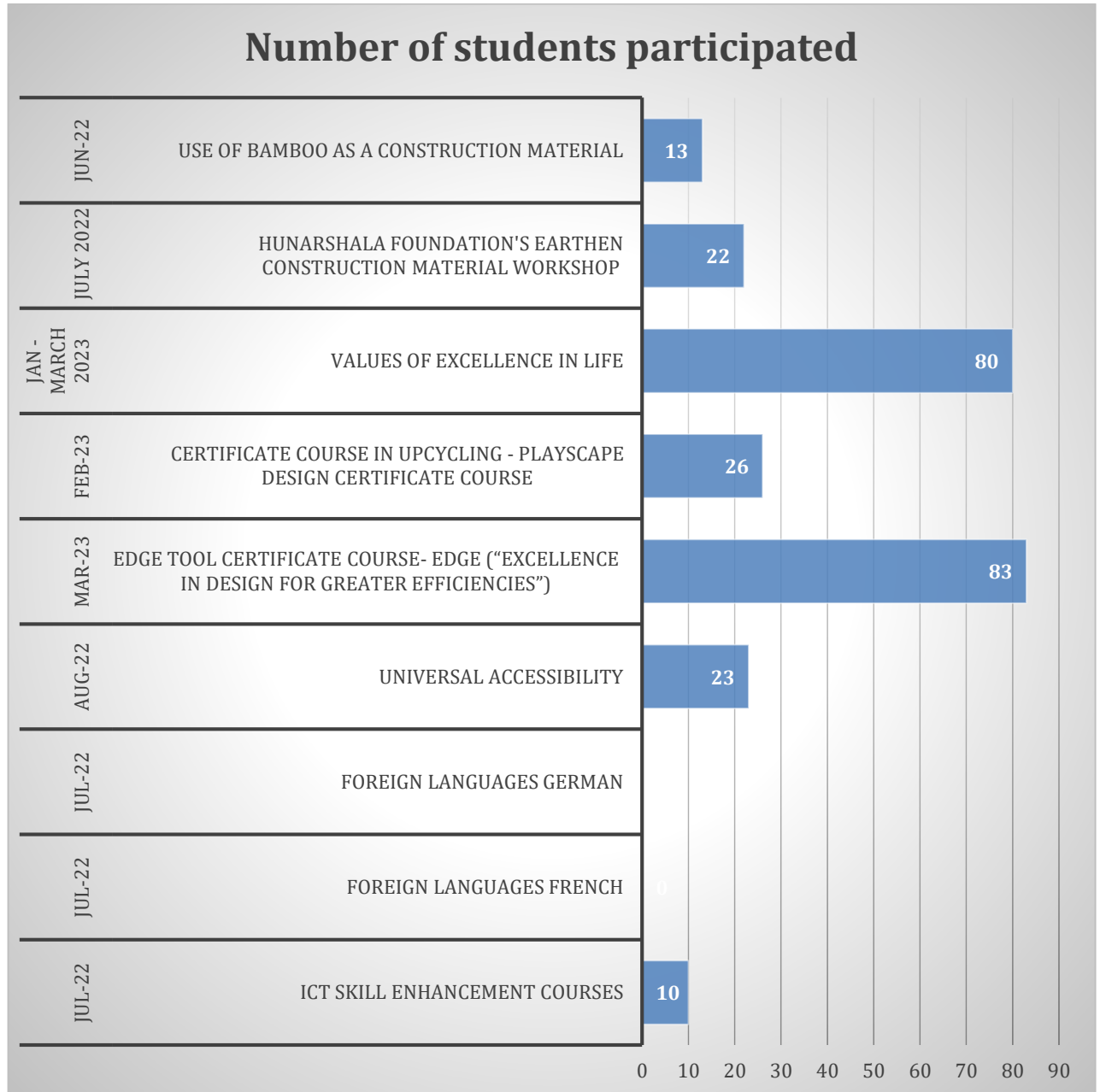
Number of students enrolled under these courses- **258**

Total number of students in the institute- **400**

Percentage of the students taking certificate courses- **64%**



Certificate courses, Academic year 2022-23



Satish Misal Educational Foundation's



BRICKTM

SCHOOL OF ARCHITECTURE

Library



Year 2022-23

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INTRODUCTION

Library is an important part of academic infrastructure. The volumes and books in library are added every year, as per the academic needs of the institute, as well as to fulfill the norms of Council of Architecture (COA). The librarian looks into the administrative part of library. However, the institute believes that the need of the books required for academic activities can be conveyed well by the faculties. The faculty heads of library in coordination with the librarian look into the developmental activities in library. They are single point contact for all the faculty and students, for their requirements of books. Also, in order to make library as an integral part of teaching and learning, the faculty heads of this portfolio organize and conduct activities, that involve other faculty and students on regular basis. The library portfolio aims to make library, and reading a routine activity of the daily schedule for all faculties and students and to make library activities a comprehensive tool to develop knowledge and skill set.

Objectives:

- To encourage students and faculty to read more through interactive sessions between themselves
- Curate events to better the reading, writing, and verbal skills
- Acquire the best books for architecture, and allied reading
- 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.

TEAM (year 2022-23)



Shraddha Manjrekar
Associate Professor



Ramiya Gopalkrishnan
Assistant Professor

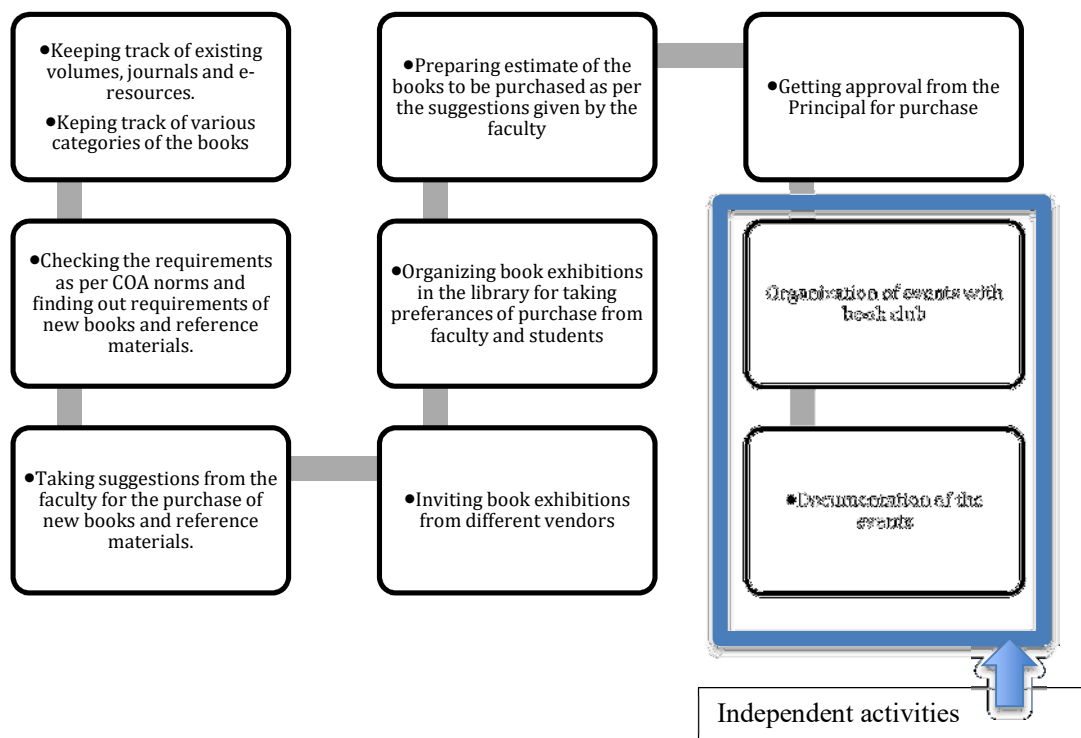


Shweta Sarode
Head Librarian



Aditi Joshi
Asst. Librarian

STANDARD PROCESSES



ACTIONS AND TIMELINES- 2022-23

Yearly Focused Goals		
<ul style="list-style-type: none"> • Goal 1: Meeting the norms of COA for the requirements of books • Goal 2: Active involvement of faculty and students through library activities • Goal 3: Regularization of library activities 		
Sr No	Actions/ Tasks	Timeline
1	Activity 1: Between the covers	3rd August 7th September 12th October
2	Activity 2: Chat with an architect on books (Prof. Pushkar Sohoni)	March
3	Activity 3: Wake up and Read	14th to 20th November – National Library Week Meeting with library club to come up with ideas – meeting will be hosted after exams
4	Activity 4: Weekly Activity:	Monday: Sharing of cover page and content page of a book to all students and faculties Wednesday: Sharing of video link to all students and faculty Friday : sharing of link for article to all

Summary of Library activities for academic year

2022-23

Month	No. of books purchased (donated +purchased)	Library Initiative	Date
April 2022	-	Video of the week - Most Beautiful Building In TheWorld	13th April 2022
		Video of the week - Skyscrapers of the Future WillBe Engineered to Copy Nature	20th April 2022
		Video of the week - Sustainable Architecture for tomorrow's India- The Future We Want Series	27th April 2022
May 2022	76	Video of the week - Ancient India's Marvellous Architecture	4th May 2022
		Article of the week - Automotive urban landscapes: Exploring public programmes for adaptive reuse of underground car parks	13th May 2022
		Article of the week - High Rise Buildings: Design,Analysis, and Safety	27th May 2022
June 2022	11	Book of the week - Concrete Admixtures Handbook	1st June 2022
		Article of the week - A Brief Introduction to Ancient Indian Architecture by Chandni Bhatt	3rd June 2022
		Book of the week - 30 Second Architecture	6th June 2022
		Video of the week - Top 10 Famous Architects InThe World And Their Works	15th June 2022
		Book of the week - 100 Home Design Principles	20th June 2022
July 2022	23	K-Hub subscription activated	2nd July 2022
August 2022	63	Word of the Month	24th August 2022
September 2022	8	Journal of the week - A+BE : Architecture And Built Environment	7th Sept 2022
		Word of the Month	28th September 2022
October 2022	31	Journal of the week - Academic Annual Titius Analsof Interdisciplinary Research in the KRKA River Basin	12th Oct 2022
		Journal of the week -Transportation Research at theUniversity of California	8th Nov 2022

BRADICL

THE BRICK RESEARCH AND DESIGN INTEGRATED CELL

A Multi Disciplinary Consultancy And Research Cell



**Ms. Pooja
Misal**
Director



Dr. Poorva Kesar

Principal



Ar. Manali Deshmukh

Vice Principal



**Ar. Anurakti
Yadav**

Asst. Professor



**Ar. Ninad
Rewatkar**

Asst. Professor

Expertise offered

Architecture

Sustainable development

Interior designing

Environmental Planning

Landscape Architecture

Project / Construction management

Urban Design

Urban and Rural Planning

Urban and Regional Planning

Housing

PROJECTS

- Rehabilitation of Fire Affected Patil Estate Slum Households
- Sansad Adarsh Gram Yojana
- Otta Market - A Community Space
- Community Learning Center at for SAANs foundation at Camp
- Transforming urban landscape - under Smart City Mission
- Pedestrian Subways

Rehabilitation of Fire Affected Patil Estate Slum Households

SMEF'S Brick School of Architecture joins hands with Mashal & Kagad kach patra.

Faculty: Ar. Manali D & Ar. Girija I

Students: Shubham J, Shrestha B, Shreya K, Omkar G, Balu B, Unmesh Lele

Causes of Disaster and existing conditions



Destruction caused due to fire



Destruction caused due to fire



Destruction caused due to fire

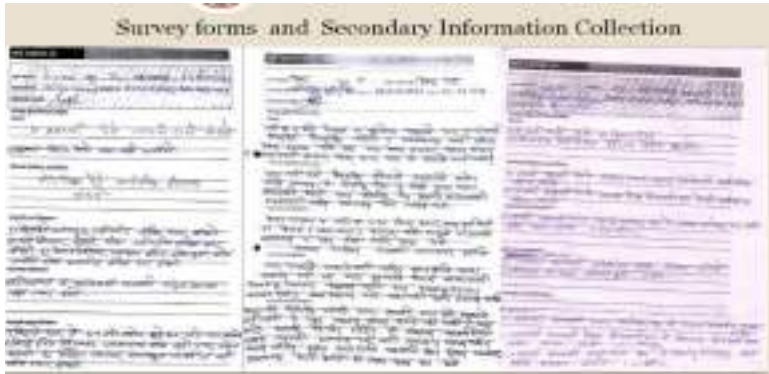


Patil Estate Slum



Patil Estate Slum overlapped on DP

Sansad Adarsh Gram Yojana, Padvi



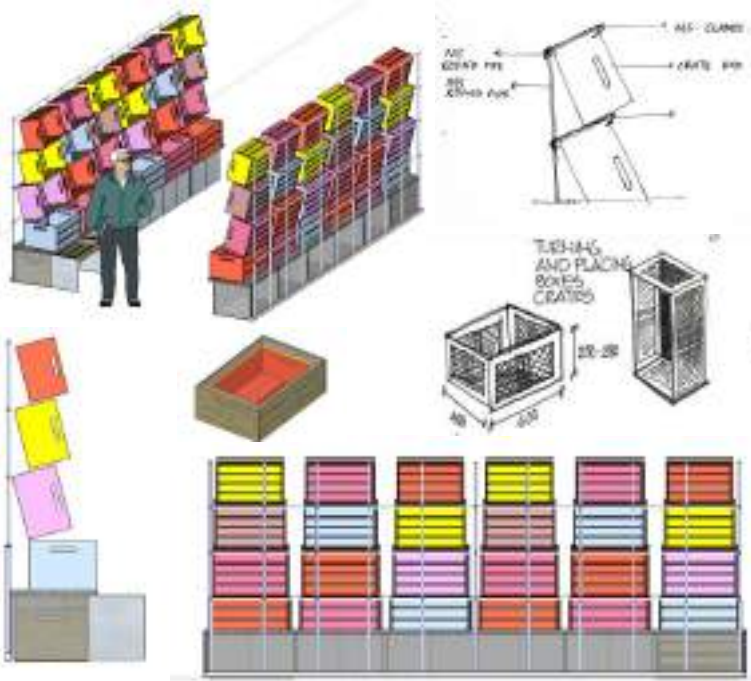
For development of urban as well as rural India, 'Saansad Adarsh Gram Yojana (SAGY) was proposed by Central government. Under this scheme a member of legislative assembly had to adopt a village and improve it in terms of physical, social and environmental infrastructure for sustainable development.

We, at Satish Misal Education Foundation's (SMEF's) Brick School of Architecture, Pune dedicated to educate prospective architects and designers who will imagine and shape the future.

Sl. No.	Basic Infrastructure	Main problems	Numbering according to priority
01	Water Supply	Need to repair or replace existing water supply lines. Solar pumps are required as electricity bills are too high.	01
02	Sanitation	No maintenance of public toilets. Sludge from individual toilets is let off directly to the drains and then to the natural stream / river.	02
03	Waste water management	No treatment for waste water. It flows through the drains to the natural stream / river.	02
04	Solid waste management	No treatment plant for solid waste disposal.	01
05	Rain water management	No particular plan or management. All rain water naturally flows into the river.	07
06	Street lights / solar lamps	Solar lamps are less. Except Geethan, wadi and wairti require solar lamps.	05
07	Non-Conventional resources	No particular such resources present.	06
08	Other	Cultural centre, Crematorium for Hindu and Muslim, Gymnasium, Renovation of Rajaram Bapu Udyan, Uttaradreev Temple renovation.	08



Otta Market - A Community Space, Baner Pune



The students of SMEF'S Brick School of Architecture, Sanjana Jadon, Chaitrali Padamwar & Aishwarya Tupe under the guidance of their professor Ar. Manali Deshmukh having bagged the First prize for proposing innovative design ideas for the competition with the vision -'Market as a communal neighborhood entity, "Pune Smart City Development Corporation Limited " (PSDCL) appointed BRADICL the consultancy cell of SMEF's Brick School of Architecture as project architects for execution of the Otta Market at Bane

Community Learning Center at for SAANs foundation at Camp, Pune



The students of SMEF'S Brick School of Architecture, help design and build the new community learning center.

Transforming urban landscape - under Smart City Mission, Pune - 3D Model for placemaking and a street in Aundh presented in Lucknow



SMEF's Brick School of Architecture were appointed as an expert for execution of the 3D Model demonstrating the smart- street design proposal for the stretch from Rushi Chowk to Parihar Chowk Pune & the 'Renew'- place-making proposal both already executed. Further a group of 4 junior architects from team 'SMEF's Brick School of Architecture were invited to display the model and explain the same at 'The Smart Cities Mission' scheduled at Indira Gandhi Pratishthan, Lucknow on 27th -28th July 2018.

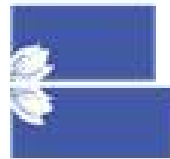
Join hands with local governing bodies and participate to be the cause of a positive social change.



Thank You!



Satish Misal Educational Foundation's



BRICK[™]

SCHOOL OF ARCHITECTURE

“Events”

“Brick Events” Team



Ar. Ketaki Gujar



Ar. Akshay Gandhi



Ar. Anurakti Yadav

BRICK EVENTS

ACADEMIC

1. BRICK CONVERSATIONS
2. CONFERENCE
3. DESIGN COMPETITION
4. SYNTHESIS
5. OPEN DAY
6. OTHER ACADEMIC EVENTS
7. FOUNDATION DAY

CULTURAL

1. BRICK FEST
2. EXHIBITION
3. BRICK WORKS
4. INTERCOLLEGE COMPETITIONS
5. CULTURAL NIGHT
6. FESTIVALS CELEBRATION
7. FACULTY ENRICHMENT PROGRAM
8. SOCIAL INITIATIVES

SPORTS

1. INTER COLLEGE COMPETITIONS

BRICK EVENTS

Satish Misal Educational Foundation's
BRICK
 GROUP OF INSTITUTES
 Presents

Multidisciplinary International Conference
 Blurred Boundaries: In Search of an Identity



13th to 20th September 2021

Satish Misal Educational Foundation's
BRICK
 SCHOOL OF ARCHITECTURE
 Presents

Design Competition

Register Now!

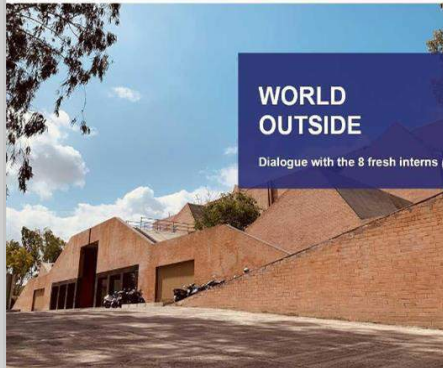
Grab the opportunity if you are an undergraduate or Post graduate student of ANY creative discipline and have a passion for design.

Check the website for more details.



Satish Misal Educational Foundation's
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YOUNG MINDS CONNECT



WORLD OUTSIDE

Dialogue with the 8 fresh interns

Satish Misal Educational Foundation's
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BRICK CONVERSATION 05
 2022-23



EXPERIENCING ARCHITECTURE

AR. GIRISH DOSHI

Satish Misal Educational Foundation's
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Join Us For
BRICK
 12 on 12

Academic Presentation by 12 selected students of Architecture and Interior Design explaining their design ideas and methodologies.

Chief Guest
 Ar. Gita Balakrishnan

Saturday, 23rd July 2022 | 9:00am - 1:30pm
 Venue: R.E.S Auditorium, Major colony, Kothrud, Pune.

Satish Misal Educational Foundation's
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 GROUP OF INSTITUTES



OPEN DAY AT BRICK

FOR ARCHITECTURE, INTERIOR DESIGN STUDENTS

15th JUNE 2022, Wednesday
 10:30 AM - 12:30 PM

Satish Misal Educational Foundation's
BRICK
 GROUP OF INSTITUTES



HAPPY REPUBLIC DAY

Satish Misal Educational Foundation's
BRICK
 SCHOOL OF ARCHITECTURE

SYNTHESIS 05
 GRAND JURY FOR THESIS 2022

1 Big Event | 12 Jury Members | 72 Thesis Review

Synthesis provides a platform for exchange of Ideas and knowledge through conversations between young minds and experts. The jury will be open for students of architecture, academicians and professionals to attend and gain valuable exposure.

Open for all students, academicians and professionals

Saturday, 23rd April 2022
 SMEF's Brick School of Architecture, Pune Campus
 9:00am to 4:00pm

Satish Misal Educational Foundation's
BRICK
GROUP OF INSTITUTES

Visit us at
JITO CONNECT 2022
and get to know what's happening
at SMEF'S Brick School and meet the faculty

ARENA 3, Stall No: 100, 101, 132 & 133

6-8th May, 2022 | 10:00am to 10:00pm
Gangadham Annex, Pune

Satish Misal Educational Foundation's
BRICK
GROUP OF INSTITUTES



Happy Republic Day

Satish Misal Educational Foundation's
BRICK
GROUP OF INSTITUTES



Happy New Year



World Architecture Day

Satish Misal Educational Foundation's
BRICK
SCHOOL OF ARCHITECTURE


Satish Misal Educational Foundation's
BRICK
GROUP OF INSTITUTES



WISHING YOU A SAFE AND
HAPPY DIWALI

Satish Misal Educational Foundation's
BRICK
GROUP OF INSTITUTES


HAPPY INDEPENDENCE DAY



Satish Misal Educational Foundation's
BRICK
GROUP OF INSTITUTES

BRICK CONVERSATIONS

THESIS PRESENTATION
AR. BHARUNJAL SUTAR



Satish Misal Educational Foundation's
BRICK
SCHOOL OF ARCHITECTURE



International
Yoga Day

Vision:-

“Brick Events” at SMEF’s Brick School of Architecture, should be recognized for providing a Platform for Students to showcase their talents in **curriculum and also extracurricular activities** not only in architecture but also in other fields like **Competitions , Dance-drama, Sports, Conversations, etc.** which will give students a **warm and inviting learning environment.** Where we as teachers successfully involve students and impart the skills they need to compete All over the World keeping in mind the Core values like **equality, honesty, sustainability and continuous learning.**

Mission

- establishing a platform that is open to all students with different **cultural perspectives and intellectual processes.**
- Allowing every student the **flexibility to explore and motivating** them to take part in different **Activities.**
- Promoting **“Fun while learning”** in College by helping students become more self-aware and Socially Confident.



Student Presenters: Amay Raskar, Simran Bansal, Aishwarya Bomzale, Arya Singour, Pallavi Dhivole, Bhavya Sethi and Meesha Tange.

The Fourth batch of SMEF's Brick School of Architecture went out for Internship this year. This particular event is an opportunity for these students to share their very first experience about the **WORLD OUTSIDE**.

It is an informal presentation and interaction session, where the students will be addressing the specific learnings from their internship, elaborating the projects they worked on, the skills and other opportunities they got during their tenure.

Highlights of the event

- Pune - Maharashtra - Radius Design
- Bangalore - Karnataka - Octive architects
- Pilgrimage - Himachal Pradesh - NORTH
- Mumbai - Kerala - Sree Sri Krishna Systems
- Mumbai - Haryana - Technology Group
- Pune - EQUUS Design

Date: 29th March 2022, Friday | **Time:** 3:15 pm - 5:30 pm
Venue: Change Studio at SMEF's Brick Campus, Urli, Pune
OPEN FOR ALL!



BRICK CAMPUS THROUGH THE EYES OF THE ARCHITECT

Ar. Girish Doshi is the principal architect of Navkar Architects based in Pune. After graduating from B.K.P.S. School of Architecture, Pune University in 1990, he joined Master Architect Balachitra Doshi's studio 'Sergali' in Ahmedabad. After seven years of apprenticeship with him, he started his own studio Navkar Architects in 1997. Girish Doshi's construction technique is strongly influenced by his Engineer guru Vishnu Joshi who taught him the 'Art of Perogram' and concrete block technique for cost-effective construction now known as 'Vishnu Purohit Navkar Architects' has had a fairly long spell of 'Design and Build' practice. Along with his practice, he also follows his passion for teaching. He also gives frequent talks at architecture colleges and forums.



Ar. Girish Doshi
 Principal architect of Navkar Architects

In this conversation, Ar. Girish Doshi will introduce architecture as a 'profession' to the students. Through the tour of the campus, he will also establish the first year students to the essence of architecture as the construction of space and place.

Date: 1st JULY '22 Friday | **Time:** 10:00 AM - 12:10 PM
Venue: SMEF's Brick School of Architecture, Pune
IQAC Initiative by SMEF's Brick School of Architecture, Urli Pune

ENTHUVA BRICK FEST

Annual Exhibition
inauguration

Brickworks

Intercollege
Competitions

Brick Carnival

Inter house Sports and
Competitions

Cultural Night



2022-23

FRESHERS AND FAREWELL



CULTURAL NIGHT



2022



Satish Misal Educational Foundation's
BRICK
GROUP OF INSTITUTES

Join Us For
BRICK
12 on 12

Academic Presentation by 12 selected students
of Architecture and Interior Design explaining
their design ideas and methodologies.


Chief Guest
Ar. Gita Balakrishnan

Saturday, 23rd July 2022
9:00am - 1:30pm



Scan to Register

Venue: M.E.S Auditorium, Mayur Colony, Kothrud, Pune.

Satish Misal Educational Foundation's
BRICK
GROUP OF INSTITUTES

BRICK
12 on 12



Gaurav Mali



Garima Mutha



Vaibhavi Rathi



Yash Mathapati



Ashutosh Gaware



Neha Patil



Anish Seth



Atharva Desai



Nayan Kela



Tanuja Tayade



Shilpa Choudhary



Hrishika Sharma

Festivals celebrated at Brick

Diwali



Traditional day

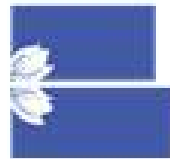
Holi



Navratri



Satish Misal Educational Foundation's



BRICK[™]

SCHOOL OF ARCHITECTURE

“Student Council”

The “student Council”



The “student Council”



General secretary
Swapnil Wagh



*Architectural
Representative*
Aashritha Jaladi



Treasurer
Aakash Sontakke



Cultural secretary
Aman Shaikh



Sports secretary
Atharva Vhankade



BSID Representative
Nayan Kela



Sports secretary
Shivcharan D.



Cultural secretary
Anunaad More



Nasa secretary
Gaurav Kankekar



2nd year Representative
Saeem Khan

ROLE OF THE STUDENT COUNCIL BODY

- The student council is formed to enclose the gap between the students and faculty/administrations.
- The “**Student Council**” stands for the students, by the students, for the students.
- The Council shall always act as a **single body**.
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7. **Architectural Representative – 4th Year Aashritha Jaladi**
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9. **RDID Representative – 3rd Year Nayan Kela**
10. **NASA Secretary – Unit Secretary – 3rd Year Gaurav Kankekar**

BRICK WORKS

2022 **ENTHUVA**

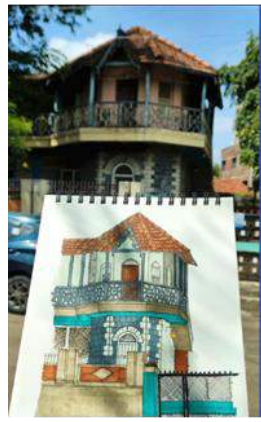
- Rethinking Graphics And Fantasy Doodling Workshop
- Visual Storytelling Workshop
- Resin Art Workshop
- Dance Workshop
- A Brushstroke For Better Public Life
- Bamcrete Funicular Shell Structure
- Earth Workshop



Date: 8th - 10th March



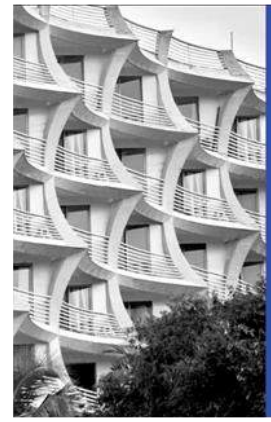
Council Activities (clubs)



Sketching Club
at Brick



Dance
And
Drama
Club



Photography
Club at Brick



Music
Club



Sports club



Trekking
Club



Fashion club



Drama
Club

Brick Publication House

Vision 2022-2025



Dr. Poorva Keskar

Principal,
SMEF's Brick School of Architecture



Ketaki Gujar

Associate
Professor



Rama Raghavan

Assistant Professor



Sharvari Rajwaday

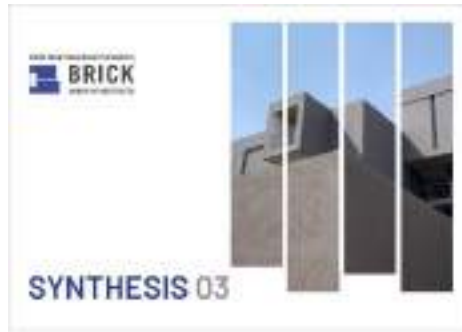
Research & Publication
Assistant

Activities under portfolio-1 for past 2 years

Brick Newspaper (Once in 6 months)



Synthesis Catalogue (Annual)



International Conference Proceedings



STUDENTS' MAGAZINE : Design Infinite

2014



2015



2016



2017



2018



<u>Date</u>	<u>Event</u>	<u>Publication Release</u>
22nd August 2022	Book Reveal (Cover Page + Table of Contents)	Content Intensive Book- Aparanta
10th September 2022	Intermediate Draft	Resource Book: Tillari Region ICOMOS Publication
10th October 2022	Final Draft	
10th December 2022	Publication Release	Resource Booklet: Hemadpanti Temples

To create **robust processes and systems** in the Publication house, to **diversify the types of publications** and resources , to **broaden outreach and strengthen the brand** of the Brick Publication House and to **expand of possible collaborations**. To also build capacities, within the cell and extend **capacity building programmes** in Research & Publication to students and faculty.

Vision 2025 | Areas of Growth

- **Publication House Processes and Systems**

Standards and formats, Templates, Editorial Guidelines handbook, Systems

- **Proposed Publication Plan**

Plan for the next set of Publications

- **Collaborations**

Possible collaborations with organizations to release joint publications

- **Capacity Building programmes**

Offering programmes to Students and Faculty + roping in experts to build capacities

- **Branding & Outreach**

Processes and Systems

Setting up of:

- Standards and formats (Fonts, Book sizes, Colours etc.)
- Templates for books (Wireframes)
- Specifications for Publication (Paper type, bind type, Colours etc.)
- Catalogue of Vendors (Paper suppliers, printers)
- Editorial Guidelines handbook

Proposed Publication Plan

- **Call for Content Intensive Books for Students:**

(Converting Masters/Undergraduate Thesis into books- Eg. Book on Biomimicry by SID, CEPT)

- **Digital Archives**

(Converting Settlement study documentation work into digitized versions and uploading on our website under "Archives")

Capacity Building Programmes

- Roping in **experts (Writers/Publishers) to build capacities** of our Publishing house
- Offering **exposure programmes to Students and Faculty**
- **Case study visits to Publication Houses** (MAPIN, Ahmedabad, Harper Collins, Taylor & Francis etc.)

Collaborations

- **External Collaborations** in Studios converted to **joint publications** with collaborating institutes.

For eg: Icomos/ RVS college of Architecture, Chennai etc.

Mode: Physical/ Digital

Branding and Outreach

- **Branding** : Logo, Letterheads for Brick Publication House
- **Social media Outreach for BPH**- Instagram, Facebook, LinkedIn Pages

Initiatives on Social Media

- Book reviews
- Theme based Book Showcase
- Latest books in the Library
- Engagement initiatives with Library or otherwise

Capacity Building Programmes

Planned Initiative on

“Processes in Research & Publication”

for students of
SMEF's BRICK School of Architecture.

BRICK
SCHOOL OF ARCHITECTURE
SMEF'S BRICK SCHOOL OF ARCHITECTURE



**PROCESSES
IN
RESEARCH & PUBLICATION**

CAPACITY BUILDING AND EXPOSURE

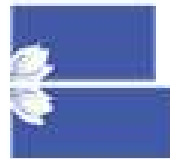
An opportunity to gain exposure and understand the inner workings of a publication house and its processes. It offers students to actively contribute to the ongoing publications and get featured in the acknowledgements.



BRICK PUBLICATION HOUSE

Contact: brickpublication@brick.edu.in
Free Admission: 20 seats only

Satish Misal Educational Foundation's



BRICK[™]

SCHOOL OF ARCHITECTURE

“Events”

“Brick Events” Team



Ar. Ketaki Gujar



Ar. Akshay Gandhi



Ar. Anurakti Yadav

BRICK EVENTS

ACADEMIC

1. BRICK CONVERSATIONS
2. CONFERENCE
3. DESIGN COMPETITION
4. SYNTHESIS
5. OPEN DAY
6. OTHER ACADEMIC EVENTS
7. FOUNDATION DAY

CULTURAL

1. BRICK FEST
2. EXHIBITION
3. BRICK WORKS
4. INTERCOLLEGE COMPETITIONS
5. CULTURAL NIGHT
6. FESTIVALS CELEBRATION
7. FACULTY ENRICHMENT PROGRAM
8. SOCIAL INITIATIVES

SPORTS

1. INTER COLLEGE COMPETITIONS

BRICK EVENTS

Satish Misal Educational Foundation's
BRICK
 GROUP OF INSTITUTES
 Presents

Multidisciplinary International Conference
Blurred Boundaries: In Search of an Identity



27th to 29th September 2021

Satish Misal Educational Foundation's
BRICK
 SCHOOL OF ARCHITECTURE
 Presents

Design Competition

Register Now!

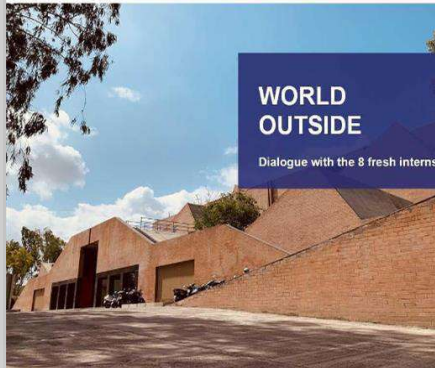
Grab the opportunity if you are an undergraduate or Post graduate student of ANY creative discipline and have a passion for design.

Check the website for more details.



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YOUNG MINDS CONNECT



WORLD OUTSIDE

Dialogue with the 8 fresh interns

Satish Misal Educational Foundation's
BRICK
 GROUP OF INSTITUTES

BRICK CONVERSATION 05
 2022-23



EXPERIENCING ARCHITECTURE

AR. GIRISH DOSHI

Satish Misal Educational Foundation's
BRICK
 GROUP OF INSTITUTES

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12 on 12

Academic Presentation by 12 selected students of Architecture and Interior Design explaining their design ideas and methodologies.

Chief Guest
 Ar. Gita Balakrishnan

Saturday, 23rd July 2022 | 8:00am - 1:30pm
 Venus W.E.S Auditorium, Waverley, Kothrud, Pune.

Satish Misal Educational Foundation's
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OPEN DAY AT BRICK

FOR ARCHITECTURE,
 INTERIOR DESIGN STUDENTS

15th JUNE 2022, Wednesday
10:30 AM - 12:30 PM

Satish Misal Educational Foundation's
BRICK
 GROUP OF INSTITUTES



HAPPY REPUBLIC DAY

Satish Misal Educational Foundation's
BRICK
 SCHOOL OF ARCHITECTURE

SYNTHESIS 05
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ARENA 3, Stall No: 100, 101, 132 & 133

6-8th May, 2022 | 10:00am to 10:00pm
Dengadharm Annex, Pune

Satish Misal Educational Foundation's
BRICK
GROUP OF INSTITUTES



Happy Republic Day

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Happy New Year



World Architecture Day

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GROUP OF INSTITUTES

HAPPY INDEPENDENCE DAY



Satish Misal Educational Foundation's
BRICK
GROUP OF INSTITUTES

BRICK CONVERSATIONS



**THESIS
PRESENTATION**
MR. BHARUNJAL SUTAR

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Student Presenters: Anay Raskar, Srinan Basal, Aishwarya Bombsal, Arya Singare, Pallavi Dhawale, Dhanya Bhat and Manas Tange.

The Fourth batch of SAEF's brick School of Architecture went out for Internship this year. This particular event is an opportunity for these students to share their very first experience about the **WORLD OUTSIDE!**

It is an informal presentation and interaction session, where the students will be addressing the specific learnings from their internship, elaborating the projects they worked on, site visits and other experiences they got during their tenure.

Highlights of the event

- Pure, Manasanta - Radius Design
- Soagale, Karanika - Octive Architects
- Pogge, Venusha Prabodh - NORTH
- Manasanta - Sheela Architects
- Basal - Habitat Technology Group
- Naik - EQUUS Design

Date: 29th March 2022, Friday | **Time:** 3:15 pm - 5:30 pm
Venue: Change Studio at SAEF's Brick Campus, Urli, Pune
OPEN FOR ALL!



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12 on 12



Gaurav Mali



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Vaibhavi Rathi



Yash Mathapati



Ashutosh Gaware



Neha Patil



Anish Seth



Atharva Desai



Nayan Kela



Tanuja Tayade



Shilpa Choudhary



Hrishika Sharma

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Diwali



Traditional day

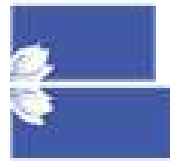
Holi



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BRICK[™]

SCHOOL OF ARCHITECTURE

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General secretary
Swapnil Wagh



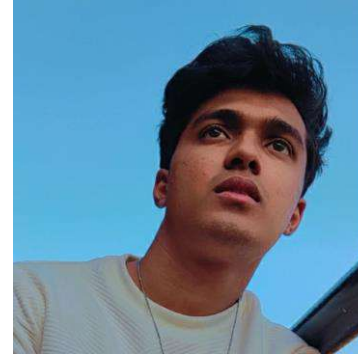
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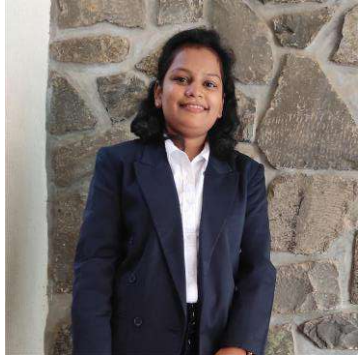
Treasurer
Aakash Sontakke



Cultural secretary
Aman Shaikh



Sports secretary
Atharva Vhankade



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Date: 8th - 10th March

Satish Misal Educational Foundation's
 **BRICK**
 GROUP OF INSTITUTES



Council Activities (clubs)



Sketching Club
at Brick



Dance
And
Drama
Club



Photography
Club at Brick



Music
Club



Sports
club



Trekking
Club



Fashion
club



Drama
Club



Collaborations

Year 2022-23

Collaborations

VISION

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

Thus, the action plan to be carried out calls for collaboration with institutions and organizations at the local, national, and international levels to improve outcomes in the holistic learning environment.

Goals

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

Status of the objectives

Sr No	Objective	Status	Remarks
1	Collaborate with Educational institutes in and outside India for academic enhancement.	80%	Collab with Institute of Havana didn't go ahead
2	Collaborate with industries involved in societal projects of public interest like area development, environment, construction, sanitation etc.	80%	A few collabs are still in pipeline
3	Collaborate with institutes for skill development of students	60%	Language skills courses, software skill courses were not a success

SUMMARY SHEET

Collaborations

Sr. No	Institute/Industry	Type of MoU	Month of Initiation process	Status of Collaboration	Activity done under the collaboration
1	Alliance Française de Pune (French Language)	Certificate course (Umbrella)	Initiated in February 2022	MoU signed on 20th July 2022	Attempted Certificate course - (Activity could not happen)
2	Ms. Keerti Vaidya (German Language)	Certificate course (Umbrella)	Initiated in February 2022	MoU signed on 20th July 2022	Attempted Certificate course - (Activity could not happen)
3	MVP's College of Architecture, Nashik	Institutional (Umbrella)	Initiated in June 2022	MoU signed on 27th June 2022	Faculty Development Programme by Dr. Prajakta Baste at Brick on 4th August 2023
4	Vishwakarma Institute of Information Technology, Kondhwa	Institutional (Umbrella)	Initiated in June 2022	MoU signed on 25th January 2023	Sessions by Brick faculty at VIIT details from Jaya
5	LOMOS Archilabs	Certificate course (Umbrella)	Initiated in February 2022	MoU signed on 18th July 2022	Software training for students
6	TJU	Institutional (Umbrella), Masters (Project)	Initiated in November 2021	MoU signed on 1st and 2nd March 2023	Master course initiated
7	ICOMOS	Research	Initiated in July 2022	Under Progress	Settlement study, book publication, etc - details from Vaidehi
8	Barav Movement	Research (Project)	Initiated in February 2023	MoU signed on 31st March 2023	Activity not conducted yet

Collaborations

9	Alliance Française de Pune (Sketching)	Workshop (Project)	Initiated in	MoU signed on 28th Feb, 2023	Sketching
10	Navi Disha Academy	Consultancy (Project)	Initiated in February 2023	MoU signed on 4th April 2023	Students designed small auditorium for Kudachi Shaala
11	NAAM	Industrial (Umbrella)	Initiated in October 2022	Under Progress	Student discussed his thesis and expressed interest to execute it in the village with NAAM
12	VK Group	Industrial (Umbrella)	Initiated in	MoU signed on November 2022	
13	VK E (solar decathlon)	Competition (Project)	Initiated in	MoU signed on June 2022	Solar Decathlon
14	Urvee Foundation (solar decathlon)	Competition (Project)	Initiated in	MoU signed on June 2022	Solar Decathlon
15	Karunar Kheti (solar decathlon)	Competition (Project)	Initiated in	MoU signed on June 2022	Solar Decathlon
16	Ethos and Arcause Club	Industrial (Umbrella)	Initiated in	MoU signed on September 16, 2022	
17	Kumar Properties	Industrial (Umbrella)	Initiated in	MoU signed on 6th September 2022	
18	Madhav Limaye Consulting LLP, Pune	Industrial (Umbrella)	Initiated in	MoU signed on 19th September 2022	

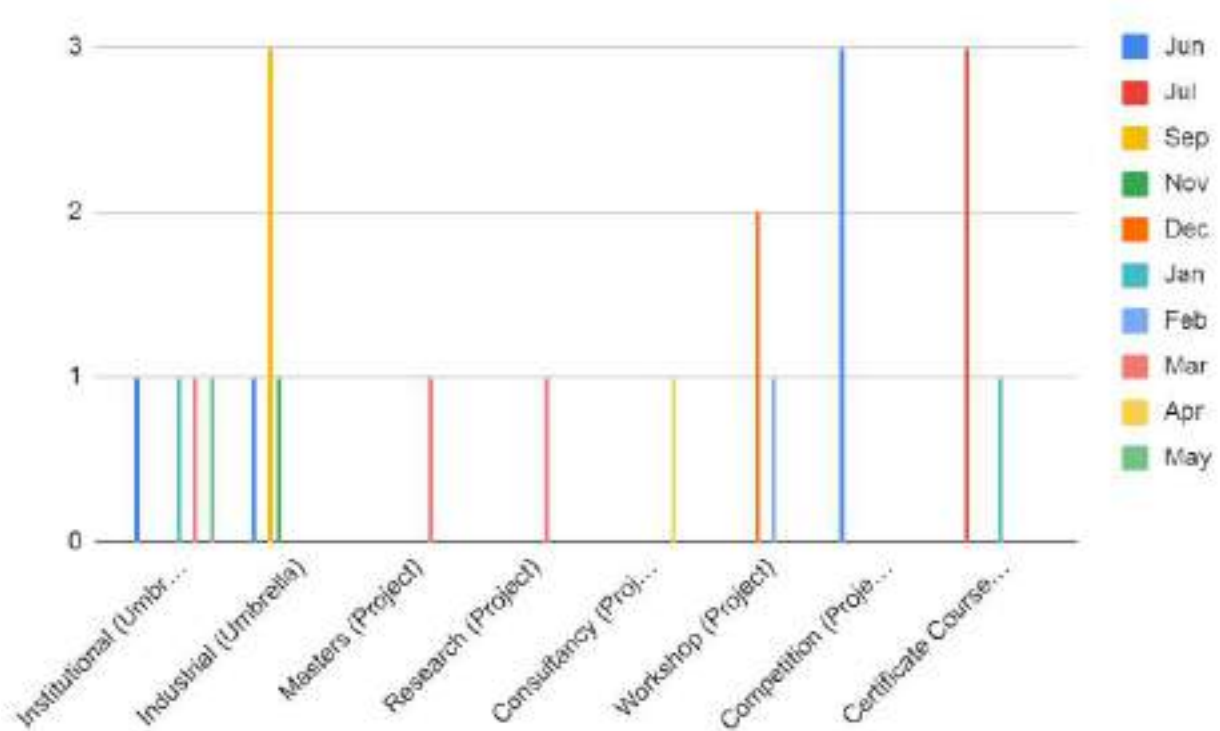
Collaborations

19	Ruchi Bajaj	Certificate Courses (Umbrella)	Initiated in	MoU signed on 2nd January 2023	Certificate course
20	CuMi lab	Industrial (Umbrella)	Initiated in	MoU signed on June 2022	Elective
21	School mobility program - Abhijeet	Workshop (Project)	Initiated in	MoU signed on December 2022	Extension activity
22	School mobility program - Infill	Workshop (Project)	Initiated in	MoU signed on December 2022	Extension activity
23	SB Patil	Institutional (Umbrella)	Initiated in	MoU signed on 9th May 2023	Presentation at SB Patil

Collaborations

Month wise Summary Sheet of the activities

Sr. No	Activity	2022							2023					Total
		Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
1	Institutional (Umbrella)	1									1		1	3
2	Industrial (Umbrella)	1			3		1							5
3	Masters (Project)										1			1
4	Research (Project)										1			1
5	Consultancy (Project)											1		1
6	Workshop (Project)							2		1				3
7	Competition (Project)	3												3
8	Certificate Courses (Umbrella)		3						1					4
	Total													21



BRADICL

THE BRICK RESEARCH AND DESIGN INTEGRATED CELL

A Multi Disciplinary Consultancy And Research Cell



**Ms. Pooja
Misal**
Director



Dr. Poorva Keskar

Principal



Ar. Manali Deshmukh

Vice Principal



**Ar. Anurakti
Yadav**

Asst. Professor



**Ar. Ninad
Rewatkar**

Asst. Professor

Expertise offered

Architecture

Sustainable development

Interior designing

Environmental Planning

Landscape Architecture

Project / Construction management

Urban Design

Urban and Rural Planning

Urban and Regional Planning

Housing

PROJECTS

- Rehabilitation of Fire Affected Patil Estate Slum Households
- Sansad Adarsh Gram Yojana
- Otta Market - A Community Space
- Community Learning Center at for SAANs foundation at Camp
- Transforming urban landscape - under Smart City Mission
- Pedestrian Subways

Rehabilitation of Fire Affected Patil Estate Slum Households

SMEF'S Brick School of Architecture joins hands with Mashal & Kagad kach patra.

Faculty: Ar. Manali D & Ar. Girija I

Students: Shubham J, Shrestha B, Shreya K, Omkar G, Balu B, Unmesh Lele

Causes of Disaster and existing conditions



Destruction caused due to fire



Destruction caused due to fire



Destruction caused due to fire

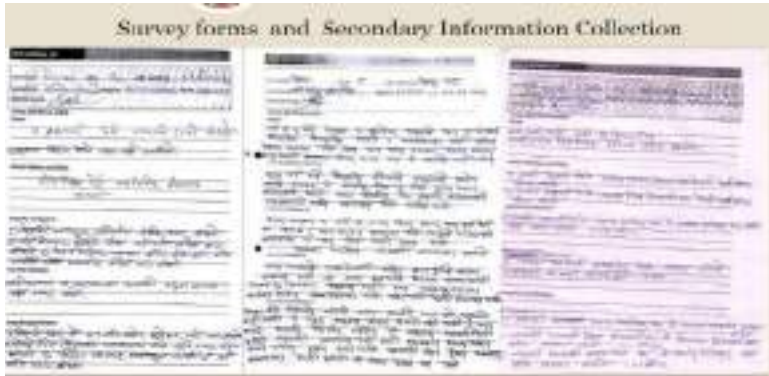


Patil Estate Slum



Patil Estate Slum overlapped on DP

Sansad Adarsh Gram Yojana, Padvi



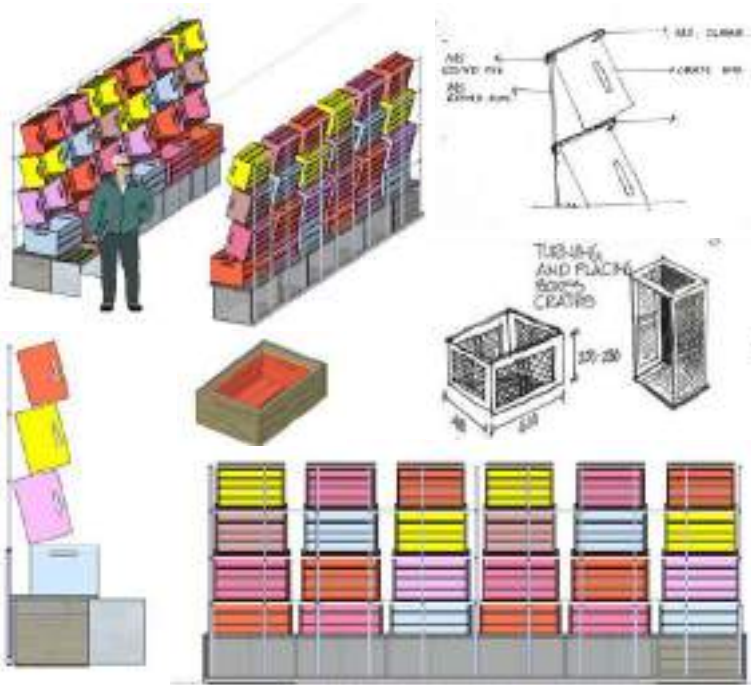
For development of urban as well as rural India, 'Saansad Adarsh Gram Yojana (SAGY) was proposed by Central government. Under this scheme a member of legislative assembly had to adopt a village and improve it in terms of physical, social and environmental infrastructure for sustainable development.

We, at Satish Misal Education Foundation's (SMEF's) Brick School of Architecture, Pune dedicated to educate prospective architects and designers who will imagine and shape the future.

Sl. No.	Basic Infrastructure	Main problems	Numbering according to priority
01	Water Supply	Need to repair or replace existing water supply lines. Solar pumps are required as electricity falls in monsoon.	04
02	Sanitation	No maintenance of public toilets. Sludge from individual toilets is let off directly to the drains and then to the natural stream / river.	03
03	Waste water management	No treatment for waste water. It flows through the drains to the natural stream / river.	02
04	Solid waste management	No treatment plant for solid waste disposal.	01
05	Rain water management	No particular plan or management. All rain water naturally filters into the river.	07
06	Street lights/ Solar lamps	Solar lamps are less. Except Geethan, rest all waste require solar lamps.	05
07	Non-Conventional resources	No particular such resources present.	06
08	Other	Cultural centre, Gymnasium for Health and Fitness, Gymnasium, Renovation of Rajaram Japu School, Dhansolewar Temple renovation.	08



Otta Market - A Community Space, Baner Pune



The students of SMEF'S Brick School of Architecture, Sanjana Jadon, Chaitrali Padamwar & Aishwarya Tupe under the guidance of their professor Ar. Manali Deshmukh having bagged the First prize for proposing innovative design ideas for the competition with the vision -'Market as a communal neighborhood entity, "Pune Smart City Development Corporation Limited " (PSDCL) appointed BRADICL the consultancy cell of SMEF's Brick School of Architecture as project architects for execution of the Otta Market at Bane

Community Learning Center at for SAANs foundation at Camp, Pune



The students of SMEF'S Brick School of Architecture, help design and build the new community learning center.

Transforming urban landscape - under Smart City Mission, Pune - 3D Model for placemaking and a street in Aundh presented in Lucknow



SMEF's Brick School of Architecture were appointed as an expert for execution of the 3D Model demonstrating the smart- street design proposal for the stretch from Rushi Chowk to Parihar Chowk Pune & the 'Renew'- place-making proposal both already executed. Further a group of 4 junior architects from team 'SMEF's Brick School of Architecture were invited to display the model and explain the same at 'The Smart Cities Mission' scheduled at Indira Gandhi Pratishthan, Lucknow on 27th -28th July 2018.

Join hands with local governing bodies and participate to be the cause of a positive social change.



Thank You!



Brick Publication House

Vision 2022-2025



Dr. Poorva Keskar

Principal,
SMEF's Brick School of Architecture



Ketaki Gujar

Associate
Professor



Rama Raghavan

Assistant Professor



Sharvari Rajwaday

Research & Publication
Assistant

Activities under portfolio-1 for past 2 years

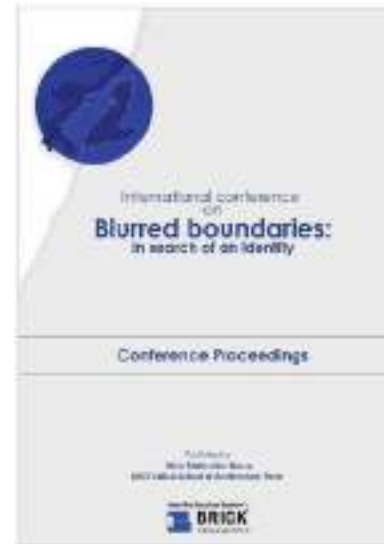
Brick Newspaper (Once in 6 months)



Synthesis Catalogue (Annual)



International Conference Proceedings



STUDENTS' MAGAZINE : Design Infinite

2014



2015



2016



2017



2018



<u>Date</u>	<u>Event</u>	<u>Publication Release</u>
22nd August 2022	Book Reveal (Cover Page + Table of Contents)	Content Intensive Book- Aparanta
10th September 2022	Intermediate Draft	Resource Book: Tillari Region ICOMOS Publication
10th October 2022	Final Draft	Resource Booklet: Hemadpanti Temples
10th December 2022	Publication Release	

*To create **robust processes and systems** in the Publication house, to **diversify the types of publications** and resources , to **broaden outreach and strengthen the brand** of the Brick Publication House and to **expand of possible collaborations**. To also build capacities, within the cell and extend **capacity building programmes** in Research & Publication to students and faculty.*

Vision 2025 | Areas of Growth

- **Publication House Processes and Systems**

Standards and formats, Templates, Editorial Guidelines handbook, Systems

- **Proposed Publication Plan**

Plan for the next set of Publications

- **Collaborations**

Possible collaborations with organizations to release joint publications

- **Capacity Building programmes**

Offering programmes to Students and Faculty + roping in experts to build capacities

- **Branding & Outreach**

Processes and Systems

Setting up of:

- Standards and formats (Fonts, Book sizes, Colours etc.)
- Templates for books (Wireframes)
- Specifications for Publication (Paper type, bind type, Colours etc.)
- Catalogue of Vendors (Paper suppliers, printers)
- Editorial Guidelines handbook

Proposed Publication Plan

- **Call for Content Intensive Books for Students:**

(Converting Masters/Undergraduate Thesis into books- Eg. Book on Biomimicry by SID, CEPT)

- **Digital Archives**

(Converting Settlement study documentation work into digitized versions and uploading on our website under “Archives”)

Capacity Building Programmes

- Roping in **experts (Writers/Publishers) to build capacities** of our Publishing house
- Offering **exposure programmes to Students and Faculty**
- **Case study visits to Publication Houses** (MAPIN, Ahmedabad, Harper Collins, Taylor & Francis etc.)

Collaborations

- **External Collaborations** in Studios converted to **joint publications** with collaborating institutes.

For eg: Icomos/ RVS college of Architecture, Chennai etc.

Mode: Physical/ Digital

Branding and Outreach

- **Branding** : Logo, Letterheads for Brick Publication House
- **Social media Outreach for BPH**- Instagram, Facebook, LinkedIn Pages

Initiatives on Social Media

- Book reviews
- Theme based Book Showcase
- Latest books in the Library
- Engagement initiatives with Library or otherwise

Capacity Building Programmes

Planned Initiative on

**“Processes in
Research & Publication”**

for students of
SMEF's BRICK School of Architecture.

BRICK
SMEF'S BRICK SCHOOL OF ARCHITECTURE



**PROCESSES
IN
RESEARCH & PUBLICATION**

CAPACITY BUILDING AND EXPOSURE

An opportunity to gain exposure and experience the entire workings of a publication house and to experience it offers students to actively contribute to the ongoing publications and get featured in the journals/magazines.



BRICK PUBLICATION HOUSE

Contact: brickpublication@brick.edu.lk
Free Admission: 20 seats only

Satish Misal Educational Foundation's



BRICKTM

SCHOOL OF ARCHITECTURE

Certificate Courses



Year 2022-23

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INTRODUCTION

The “*Certificate Courses*” are specialized education programs created to reinforce or develop a set of professional/other abilities. In some circumstances, a certificate program is regarded as continuing education because it enhances one’s understanding of a particular profession or business. 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. The Certificate Courses Cell of the institute takes efforts to introduce a wide spectrum of certificate courses that are available online and offline mode to the students. A detailed database has been created on the available courses and made available to the students. The courses that have minimum 40 contact hours are considered as certificate courses by this cell. Students also identify various platforms of their passion and express interest to opt for certificate courses, that are organized during the semester break time. The institute acknowledges their interest and encourages them to go for these courses.

VISION

The institute has philosophy to widen the scope of learning beyond classrooms, textbooks and exams. The educative environment of the institutes goes beyond conventional learning and teaching techniques to encompass a global approach. And to venture in the horizons of ever-expanding learning opportunities, the “**Certificate Courses Cell**” of the institute envisions multifaceted development of the students.

GOALS

- 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

TEAM (year 2022-23)



Shradha Manjrekar
Associate Professor



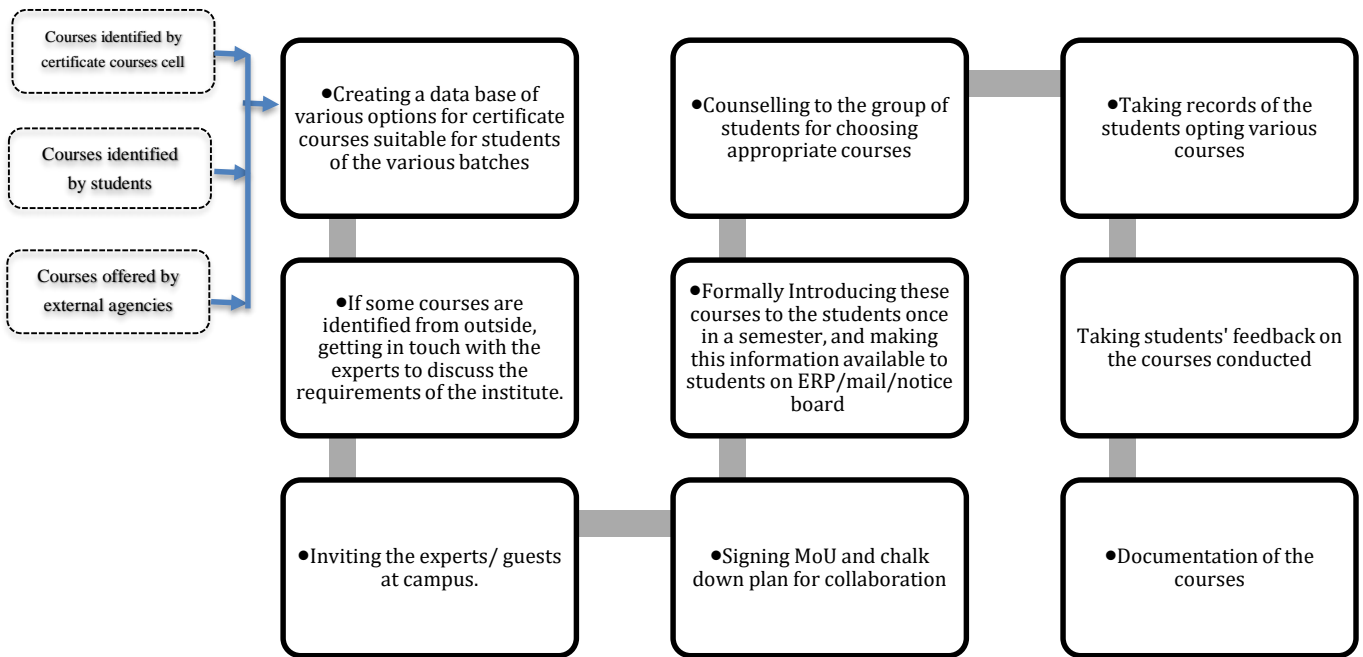
Neha Gosavi
Assistant Professor



Bhagyashree Bandekar
Assistant Professor

The faculty at the institute get opportunity to choose the respective portfolios based on their specialization, and availability. The Certificate courses team of academic year comprised of three faculties. Shradha Manjrekar lead the cell with Neha Gosavi and Bhagyashree Bandekar.

STANDARD PROCESSES



ACTIONS AND TIMELINES- 2022-23

Yearly Focused Goals		
<ul style="list-style-type: none"> ● Goal 1: Introduction of courses on foreign languages, Life skills, and an ICT skill development course ● Goal 2: One course to be conducted in a way that it contributes towards society ● Goal 3: At least 3 collaborations to happen through certificate courses 		
S r N o	Actions/ Tasks	Timeline
1	Activity 1: Background work by the certificate courses team to identify the certificate courses for the year	May- July
2	Activity 2: Presentation of the certification cell for orienting students to take these courses	July- 4 th week
3	Activity 3: Identifying guests/ experts for introducing these courses in the campus	August, and December (or second week of beginning of each semester)
	Signing MoU with these agencies	
4	Activity 4: Interest shown by outside agencies to conduct the courses in the institute	As per their schedule
	Signing MoU with these agencies	
5	Activity 5: Interest shown by the students to take the courses outside the institute	One month before every semester break
6	Activity 6: Updation of data base	Once in every two months
7	Activity 7: Communicating with the students to get the updates of the ongoing and completed certificate courses	Once in every two months
8	Activity 8: Compilation of the documentation of the certificate courses	1-2 nd week of August

Satish Misal Educational Foundation's



BRICKTM

SCHOOL OF ARCHITECTURE

Library



Year 2022-23

INTRODUCTION3

VISION **Error! Bookmark not defined.**

GOALS **Error! Bookmark not defined.**

TEAM (year 2022-23).....3

STANDARD PROCESSES4

ACTIONS AND TIMELINES- 2022-234

INTRODUCTION

Library is an important part of academic infrastructure. The volumes and books in library are added every year, as per the academic needs of the institute, as well as to fulfill the norms of Council of Architecture (COA). The librarian looks into the administrative part of library. However, the institute believes that the need of the books required for academic activities can be conveyed well by the faculties. The faculty heads of library in coordination with the librarian look into the developmental activities in library. They are single point contact for all the faculty and students, for their requirements of books. Also, in order to make library as an integral part of teaching and learning, the faculty heads of this portfolio organize and conduct activities, that involve other faculty and students on regular basis. The library portfolio aims to make library, and reading a routine activity of the daily schedule for all faculties and students and to make library activities a comprehensive tool to develop knowledge and skill set.

Objectives:

- To encourage students and faculty to read more through interactive sessions between themselves
- Curate events to better the reading, writing, and verbal skills
- Acquire the best books for architecture, and allied reading
- 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.

TEAM (year 2022-23)



Shradha Manjrekar
Associate Professor



Ramiya Gopalkrishnan
Assistant Professor

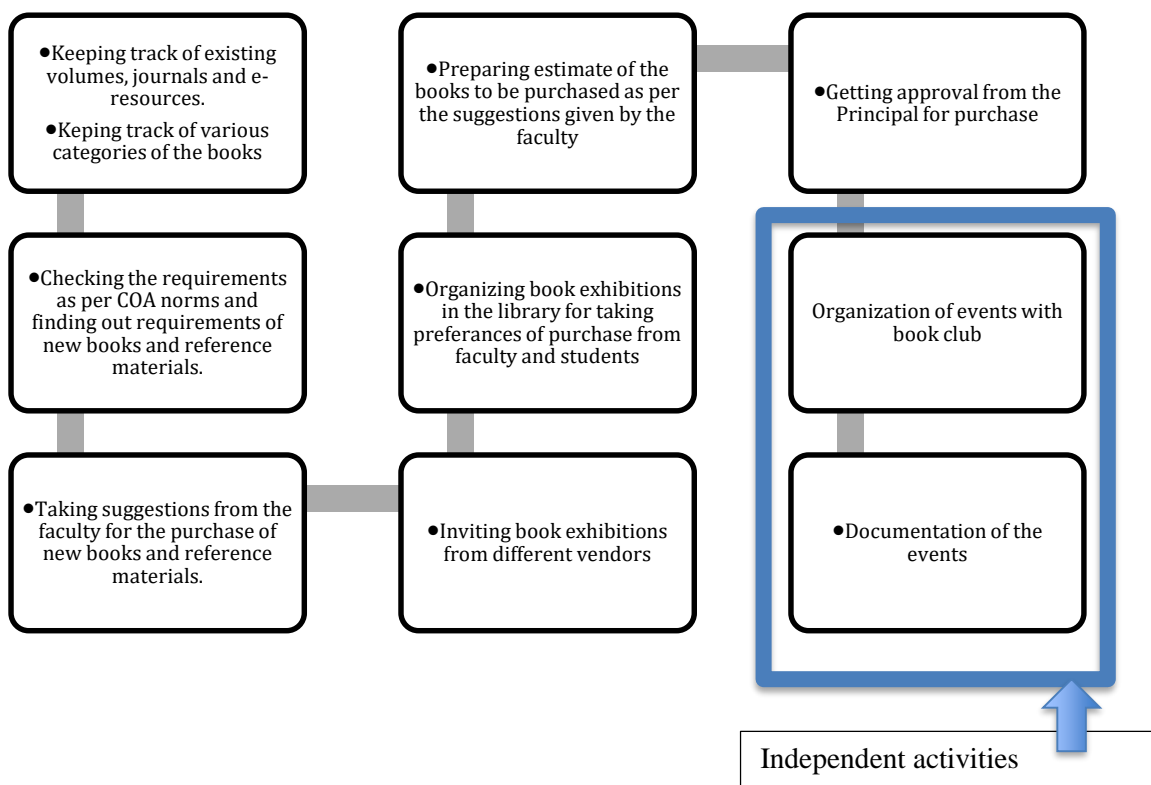


Shweta Sarode
Head Librarian



Aditi Joshi
Asst. Librarian

STANDARD PROCESSES



ACTIONS AND TIMELINES- 2022-23

Yearly Focused Goals		
<ul style="list-style-type: none"> • Goal 1: Meeting the norms of COA for the requirements of books • Goal 2: Active involvement of faculty and students through library activities • Goal 3: Regularization of library activities 		
Sr No	Actions/ Tasks	Timeline
1	Activity 1: Between the covers	3rd August 7th September 12th October
2	Activity 2: Chat with an architect on books (Prof. Pushkar Sohoni)	March
3	Activity 3: Wake up and Read	14th to 20th November – National Library Week Meeting with library club to come up with ideas – meeting will be hosted after exams
4	Activity 4: Weekly Activity:	Monday: Sharing of cover page and content page of a book to all students and faculties Wednesday: Sharing of video link to all students and faculty Friday : sharing of link for article to all

Summary of Library activities for academic year

2022-23

Month	No. of books purchased (donated +purchased)	Library Initiative	Date
April 2022	-	Video of the week - Most Beautiful Building In TheWorld	13th April 2022
		Video of the week - Skyscrapers of the Future WillBe Engineered to Copy Nature	20th April 2022
		Video of the week - Sustainable Architecture for tomorrow's India- The Future We Want Series	27th April 2022
May 2022	76	Video of the week - Ancient India's Marvellous Architecture	4th May 2022
		Article of the week - Automotive urban landscapes: Exploring public programmes for adaptive reuse of underground car parks	13th May 2022
		Article of the week - High Rise Buildings: Design,Analysis, and Safety	27th May 2022
June 2022	11	Book of the week - Concrete Admixtures Handbook	1st June 2022
		Article of the week - A Brief Introduction to Ancient Indian Architecture by Chandni Bhatt	3rd June 2022
		Book of the week - 30 Second Architecture	6th June 2022
		Video of the week - Top 10 Famous Architects InThe World And Their Works	15th June 2022
		Book of the week - 100 Home Design Principles	20th June 2022
July 2022	23	K-Hub subscription activated	2nd July 2022
August 2022	63	Word of the Month	24th August 2022
September 2022	8	Journal of the week - A+BE : Architecture And Built Environment	7th Sept 2022
		Word of the Month	28th September 2022
October 2022	31	Journal of the week - Academic Annual Titius Analsof Interdisciplinary Research in the KRKA River Basin	12th Oct 2022
		Journal of the week -Transportation Research at theUniversity of California	8th Nov 2022