

PIADS POLICIES

In the second Pedagogy session held in Priyadarshini Institute of Architecture and Design Studies, Nagpur, the thrust area and focus of Pedagogy 2015-16 was 'Innovative Teaching Methodology for Increasing Student-work Quality.'

The complete 6 day long session was divided into subject-wise segments, where 2 days were allotted for Theory subjects, Construction and Architectural Graphics and Design each. Each segment was further divided semester-wise to have more constructive and concentrated exploration of various pedagogical tools for each semester.

All subject teachers made presentations about their respective subjects listing out their approach towards teaching that subject as well as listing out the problems faced while doing so. All the teachers present actively participated in the discussions held after each segments conclusion. A collective effort was made to solve the problems that the teachers faced as well as new suggestions were made about innovative pedagogical approach.

While the senior teachers brought experience to the table the new faculty members ushered in a fresh perspective and innovativeness to the program.

On conclusion of this Pedagogy session a list of recommendations was drawn base on which this policy document has been made.

The Policies are divided under the following heads:

1. ADMINISTRATION AND INFRASTRUCTURE
2. QUALITY IMPROVEMENT
3. EVALUATION CRITERIA
4. TEACHING DESIGN
5. TEACHING TOOLS

ADMINISTRATION AND INFRASTRUCTURE

I. ROLE OF DEANS

A. ROLE OF DEAN ACADEMICS: Dean Academics shall be appointed by joint decision of the Director (Architecture LTJSS) and Principal (PIADS). The tentative tenure of the post is 2 years. The Dean Academics shall be responsible and carryout the following duties throughout his/her tenure:

1. Dean Academics shall be responsible for implementation of Policies of the Institution as laid down from time to time by the institute.
2. Dean Academics shall be responsible for monitoring new faculties as well as guide them wherever necessary.
3. Dean Academics shall also be responsible for conducting teachers training program as well as quality improvement programs in PIADS
4. Dean Academics shall promote PIADS on a national platform as well as facilitate interaction of PIADS with society.
5. Academic Monitoring:
 - a) The Dean Academic along with Dean Administration shall carryout regular monitoring of classes and ensure smooth running of the institute.
 - b) In case of any problems that might hinder the smooth running of the institute, it shall be brought to the immediate notice of the Principal.
 - c) In cases where the problems can be solved without involving the Principal the Dean Academics and Dean Administration jointly can take remedial decision. The said decision shall be conveyed to the Principal immediately.
 - d) Dean Academics shall be responsible for ensuring that the following Academic portfolios are assigned coordinators from among the teaching staff and are being handled properly , with due diligence:
 - (1) Academic Timetable
 - (2) Sessional Examinations
 - (3) Thesis

- (4) Seminar
 - (5) Academic Report
 - (6) Academic Workshop, Joint Studios and special lectures
 - (7) Sessional Improvement
 - (8) Student Competitions
 - (9) Cerebral Monday
 - (10) R.K.Degwekar Memorial Lecture Series
 - (11) PIADS Electives
 - (12) Student Counselling
- e) All the Academic portfolio coordinators shall submit a report at the end of the semester to the Dean Academics.
 - f) Dean Academics shall be responsible for collecting the Academic portfolio reports and submit a compiled final report with comments to the Principal.
 - g) Dean Academics shall take regular feedback from teachers regarding syllabus completion and take actions wherever necessary.

6. Academic Calendar:

- a) The Dean Academics shall also be responsible for preparing Academic calendar 1 week prior to the commencement of the semester.

7. Academic Moderation:

- a) Dean Academics shall be a part of the Moderation committee along with Dean Administration, Principal and the Director.
- b) Dean Academics, as a part of moderation committee, shall be responsible for moderation of sessional marks at the end of each semester

B. **ROLE OF DEAN ADMINISTRATION:** Dean Administration shall be appointed by joint decision of the Director (Architecture LTJSS) and Principal (PIADS). The tentative tenure of the post is 2 years. The Dean Administration shall be responsible and carryout the following duties throughout his/her tenure:

1. Dean Administration shall be responsible for implementation of Policies of the Institution as laid down from time to time by the institute.
2. Dean Administration shall be responsible for liaising with the university regarding sessional mark submission right from faculty to university.
3. Dean Administration shall ensure timely display of notices related to students discipline, leaves, starting and ending of semester, academic year, ragging etc.
4. Dean Administration shall assist Principal/Director in matters related to the following:
 - a) RTMNU
 - b) COA
 - c) DTE
 - d) Higher and Technical Education Department - Govt. of Maharashtra.
5. Dean Administration shall be responsible for overseeing that the attendance records and marks are displayed periodically.
6. The Dean Administration shall monitor that teaching staff is properly maintaining, keeping as well as logging the attendance of their respective subjects on a weekly basis and display recorded attendance fortnightly.
7. **Academic Monitoring:**
 - a) The Dean Administration along with Dean Academic shall carryout regular monitoring of classes and ensure smooth running of the institute.
 - b) In case of any problems that might hinder the smooth running of the institute, it shall be brought to the immediate notice of the Principal.

- c) In cases where the problems can be solved without involving the Principal the Dean Administration and Dean Academics jointly can take remedial decision. The said decision shall be conveyed to the Principal immediately.
8. Dean Administration shall be responsible for ensuring that the following Administrative portfolios are being handled properly and with due diligence:
- (1) Training and Placement
 - (2) Alumni Cell
 - (3) MASA Admissions
 - (4) Minority Admissions
 - (5) Institute level admissions
 - (6) NATA
 - (7) Discipline - Students and Staff
 - (8) Documentation and Website
 - (9) Annual Departmental Newsletters
 - (10) ERP/GRP
 - (11) Tours and Field Studies
 - (12) Social Outreach
 - (13) Publication Cell and Tat-tvam
 - (14) NASA
 - (15) Archi Days
9. All the Administrative portfolio coordinators shall submit a report at the end of the semester to the Dean Administration. Dean Administration shall be responsible for collecting the Administrative portfolio reports and submit a compiled final report with comments to the Principal.
10. Academic Moderation:
- a) Dean Administration shall be a part of the Moderation committee along with Dean Academics, Principal and the Director.

b) Dean Administration, as a part of moderation committee, shall be responsible for moderation of sessional marks at the end of each semester

C. ROLE OF DEAN DESIGN: Dean Design shall be appointed by joint decision of the Director (Architecture LTJSS) and Principal (PIADS). The tentative tenure of the post is 1 year and share a teaching load of 10-15 hrs/week. He/she shall submit his choice of subjects to the Dean Academics before the preparation of the Time-Table. The Dean Design shall be responsible and carryout the following duties throughout his/her tenure:

1. Dean Design shall be responsible for appointing the Design teams for each Semester.
2. He/She along with Dean Academics shall be responsible for the appointment of the Design co-ordinators.
3. Dean Design shall decide upon the strategies, objectives as well as guidelines for all semester Design.
4. The Dean Design shall be responsible for finalisation of the Design problems and briefs for each semester by holding meetings with the coordinators and team members of each year.
5. The Design Co-ordinators shall submit the said briefs one week prior to the commencement of the Studio to the Dean Design for final approval.
6. He/She shall prepare the schedules for reviews and submissions for each semester along with the coordinators
7. He/She shall be also responsible to make sure that all semester Design Studios are on schedule and have not deviated from the agreed upon 'Thrust' for the design problems.
8. The Dean Design shall supervise the juries and reviews conducted at various pre decided stages and also formulate the evaluation criteria for each.

9. The Dean Design shall also decide on the jury members and appoint the panel for each semester.
10. He/She shall also be responsible for suggesting external jury panel for RTMNU Viva-voce and finalise them in coordination with the Principal.
11. He/She shall also conduct moderation of the Design portfolios for every semester by appointing a panel of Moderators.
12. All information regarding the conduction of design studios shall be conveyed to the Principal, Dean Academics and Dean Administration through proper Office Notes, Notices and Circulars.

II. ACADEMIC REPORTS:

- A. Academic report shall be submitted by all teachers every 4th week
- B. The format of the report shall be circulated by Academic Report Coordinator.
- C. The format is as follows:
 - 1.

III. MATERIAL LAB:

- A. Material Lab Coordinators shall be responsible for maintenance and updating of the Material Lab
- B. They shall report to and be guided by the Chair of Practice for procurement of materials required/requested.
- C. Material Lab coordinators shall keep regular correspondence with the teachers and note their requests and recommendations for updating of the lab.

IV. CONSTRUCTION YARD:

- A. Construction Yard Coordinators shall be responsible for maintenance and updating of the Construction Yard
- B. They shall report to be guided by the Construction yard incharge who shall work in tandem with the Chair of Practice for procurement of materials required/requested.
- C. The coordinators shall organise Construction Yard activities regularly (as per timetable).
- D. Construction Yard coordinators shall keep regular correspondence with the teachers and note their requests and recommendations for conduction Construction Yard activities.

V. TRANSPORTATION FACILITIES FOR SITE STUDIES:

- A. Following are the contact details of agencies identified to make transportation arrangements for Site Visits:
 - 1. Amina Travels: Contact- Mr. Rafiqbhai: +91 942 210 6636
 - 2. Shree Datta Travels: Contact- Mr. Amol Bele: +91 982 222 0788

VI. PIADS EXAMINATION:

A. CONTROLLER OF EXAMINATION

B. EXAMINATION CONTROL ROOM

QUALITY IMPROVEMENT

- I. Subject Teachers and Coordinators can restructure the syllabus and change the sequencing so as to tackle the time-constraints introduced in the new course.
- II. This shall be done without compromising the quality of teaching.
- III. In case extra classes are required they shall be taken beyond teaching hours at the convenience of the teacher, after taking prior permission from Dean Academics.
- IV. Teaching beyond Syllabus is to be promoted so that we equip our students for the future.
- V. Documentation of each Event , be it teaching, interaction, site visit, or workshops is a must. This documentation will be the responsibility of the subject co-ordinator and his team
- VI. All documentations shall be submitted from time to time to the Dean Academics.
- VII. Interactive classrooms shall be promoted with a more personalised attention to students. Teachers should also take Student psychology into account while making classroom policies and decisions.
- VIII. History of Art and Architecture, and Theory of Architecture teachers shall be continued for at least 5 years.
- IX. The Institute shall offers selected electives only that are pertinent to the USP of the Institute
- X. 2 Hours/month shall be dedicated to Cerebral Monday, where 3-4 parallel lectures/workshops will be carried out. The topics and subject matter of these lectures/workshops shall be beyond Architectural education.
- XI. 2 Hours/month shall be dedicated to Workshop Monday, where all semesters will work on model making techniques.
- XII. Apart from R.K. Degwekar Memorial Lectures, Guest lectures and inputs shall be invited from various consultants (HVAC, Acoustics, Illumination, Materials, Interiors,etc.). This can be done on both institute level and individual class level.
- XIII. International speakers shall be invited (in collaboration with IIA)

XIV. Site Visit planning shall be done by the subject co-ordinators in liaison with Chair of Practice, Ar. Sunil Degwekar.

EVALUATION CRITERIA

- I. For all Studio subjects Progressive sessional markings shall be done bi-weekly. Late submissions shall be strictly not entertained.
- II. Final Sessional Exam shall be conducted at the end of each Semester.
- III. FOR COMBINED PASSING - THEORY: Marks obtained in the sessional exam shall carry 70% weightage, while the marks obtained through assignments shall take up the remaining 30%.
- IV. FOR SEPARATE PASSING - THEORY: Marks obtained in the sessional exam shall carry 70% weightage, while the marks obtained through assignments shall take up the remaining 30%. On failing the subject the student shall have to appear for the sessional exam in the next semester where the marks obtained in the sessional exam will be given 100% weightage provided he/she has submitted all assignments in the regular semester.
- V. FOR STUDIO SUBJECTS: Marks obtained in the sessional exam shall carry 30% weightage, while the marks obtained through assignments, sheets, plates, etc. shall take up the remaining 70%. On failing the subject the student shall have to repeat the complete studio when offered by institute.
- VI. Students with minimum of 70% subject attendance shall be eligible to give the sessional for that subject. Students with less than 70% subject attendance shall not be allowed to sit for the sessional paper and will lose marks allowed to sessional exam.
- VII. RED-LINING: All submissions, construction and graphics plates, Design portfolios, assignments, etc. shall be corrected with red pen only. All comments and corrections shall be done in red ink only.
- VIII. For studio subjects, the Pre-final submission shall be mainly for comments and redlining. Pre-final submission will not carry any marks but the Final submission shall only be accepted if accompanied by the Pre-final comment sheet.

TEACHING TOOLS

- I. The teachers shall not only encourage but also incorporate reading books, research papers, Magazines as a part of the class.
- II. More audio visual presentations shall be incorporated in the teaching methodology.
- III. Interactive classroom practices shall be promoted.
- IV. Teachers shall use Webinars, Movies, You Tube videos, TED Talks as required to make understanding easier for the students.
- V. Interactive Classroom tools like, Google Jockey, Jigsaw Classroom, World cafe, etc shall be promoted by teachers. For further explanations and details about these tools kindly refer “ Teaching Tools” CD, available in the Library.