

AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

HEAD OF DEPARTMENT - BACHELOR OF ARCHITECTURE (HOD - BAR) WHITE PAPER

Introduction

The primary function is to provide academic leadership and align the academic /departmental activities in an effective and sustainable manner. Department head is responsible for establishing and promoting a culture of compliance within their department. The department head leads and serves multiple constituencies, including students, faculty, higher-level administrators, and alumni and other groups external to the school.

The term of head of department can be of 2-3 years.

Objective/s

The focus of the HoD should be on guiding, directing and supporting teachers and the core academic activities of teaching and learning in the school.

Role:

Route all the correspondence (horizontal and vertical coordination) through year coordinators and class coordinators.

Responsibilities:

Planning and Administration Responsibilities

- 1 Responsible for all the academic affairs of the Department in addition to his/her regular duties and responsibilities as a teacher
- 2 Looks after day-to-day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.
- 3 Report to the Principal/ Dean regarding all the requirements/shortcomings of his/her departments such as faculty member, supporting staff, equipment, books & journals, maintenance, etc
- 4 Arranges for guest lecture/extension lectures, seminars, workshops, conferences, etc.

Responsibilities in the Areas of Teaching and Learning

- 1 Working with the heads of other academic units, in developing school academic and teaching and learning strategy.
- 2 Encouraging the development of strategic initiatives in teaching and learning and widening participation.
- 3 Ensuring the provision of management and support for all academic programmes.

Student Related Responsibilities

- 1 Working with Student affairs and other departments to establish, manage and enhance academic welfare support for students.



AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

Composition

The composition of the HoD may be as follows:

1. Year Coordinators
2. Class Coordinators
3. Subject Coordinators

Expected Support *(Academic/Administrative/Financial)*

The Head of the Department seeks academic support from

1. Teaching and non-teaching staff
2. Managerial support from the management during academic and non-academic activities.
3. Annual budget for the functioning of the semester.

Year Coordinator

Roles & Responsibilities

First year coordinator	-	Orientation
Second year coordinator	-	Measure Drawing
Third year coordinator	-	Educational Tour
Fourth year coordinator	-	Practical Training
Fifth year coordinator	-	Dissertation and Thesis

- 1 Horizontal Coordination among all the sections.
- 2 Sessional work load rationalisation.
- 3 Quality Check for product documentation.
- 4 Coordination between academic extension activities and academic schedule.
- 5 Conducting class coordinators meeting at least two per semester on above mentioned agenda and maintaining documentation for the same.

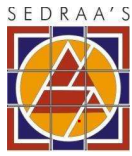
Class Coordinator

Roles & Responsibilities

- 1 Academic record keeping subject wise with help of subject coordinators.
- 2 Subject teacher coordination through meetings at least two per semester.
- 3 Endorsement of any type of students leave including medical, out station visits, duty leave within campus through standard forms and keeping the record for the same and submitting at the end of semester to year coordinator.
- 4 Coordination of discipline and extracurricular activities.

Communication Protocol

All formal communication should be in writing and kept on record.



AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

Upward communication

1. Student - faculty communication

Student- Faculty communication will be at HoD level and cases related to **(long term medical issues, attendance/media/space requirements/infrastructure permissions for academic extension activities)** will be under Dean purview.

2. Faculty – faculty communication

Faculty - Faculty communication will be at HoD level and cases related to **(performance/attendance/ academic extension activities)** will be forwarded to Dean and may go up to Principal at school level.

Downward Communication

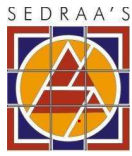
Any correspondence which is outside from the school level will flow down from Principal / Dean to HoD and then to year and class coordinators and to students.

Horizontal communication

HoD - HoD communication

Any correspondence between HoD of other departments will be routed through Dean and copied to Principal.

Head Of Department
Anubhav Mittal
Associate Professor



AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

CORE STUDIO TEAM Odd Semester 2023-24

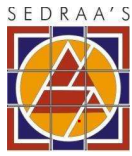
The classes for the odd semesters IX, VII & V of the Academic Year 2023-24 are scheduled to commence from Monday July 10, 11 & 12, 2023 for 5th Year, 4th Year & 3rd Year respectively.

Following are the Proposed CORE Studio Teams:

Sem.	Section	Class Coordinator	Studio Team	Year Coordinator
I	A	TJR	ADS ^V	ASI
	B	ASI	ARB ^V	
	C	PLK	PRS ^V	
III	A	PRA	PJA ^V / VPV ^V	BIC
	B	BIC	ASI / JHN ^V	
	C	RNA	ADB / JUM ^V	
V	A	ANM	TJR / NTB ^V	PUB
	B	PUB	PLK / SSE ^V	
	C			
VII	A	NAS	MAC / PAS ^V	PRV
	B	PRV	SHP / KAS ^V	
	C	JAS	BAM / DIS ^V	
IX	A	DPK	AKP / PDJ ^V	ADB
	B	MSH	PRK / SHA ^V	
	C	MOJ	ANJ / AKG ^V	

^V Visiting

Head Of Department
Anubhav Mittal
Associate Professor



AAYOJAN SCHOOL OF ARCHITECTURE

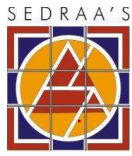
(Affiliated with Rajasthan Technical University)

CORE STUDIO TEAM Even Semester 2023-24

Following are the Proposed CORE Studio Teams:

Sem.	Section	Class Coordinator	Studio Team	Year Coordinator
II	A	PAL	PRK / ARB ^V	PAL
	B	BAM	DKC / ADS ^V	
IV	A	SHP	AKP / JUM ^V	SHP
	B	MAC	ANJ / DIS ^V	
VI	A	BIC	AKH / JHN ^V	BIC
	B	MSH	AKG ^V / ANK ^V	
X	A	ANM	NSR / ASR / PRV / NAS / PUB / RNA / PDJ ^V	ANM
	B	JAS		
	C	PRA		

XYZ^V - Visiting



AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

HEAD OF DEPARTMENT - BACHELOR OF ARCHITECTURE (HOD - BAR) MINUTES OF MEETING

Class Teachers Meeting

A meeting of Year/ Class /Subject coordinators was held on 18/09/2023 for discussion on the progress of work for the academic year 2023 - 2024, Session: Odd Sem (July-Dec 23)

The following members /year/class Coordinators/ were present:

- 1 Prof. N.S. Rathore (Dean-, Coordinator)
- 2 Prof. Archana Singh Rathore
- 3 Prof. Tejaswini Rai (Ist yr. Class Coordinators)
- 4 Prof. Akanksha Singh
- 5 Prof. Pallavi Keswani
- 6 Prof. Priya Arora (IInd yr. Class Coordinators)
- 7 Prof. Bineet Chajed
- 8 Prof. Ritu Nathawat
- 9 Prof. Anubhav Mittal (HoD, IIIrd yr. Class Coordinators)
- 10 Prof. Pushpak Bhagwati
- 11 Prof. Naveen Sharma (IVth yr. Class Coordinator)
- 12 Prof. Jaswant Singh
- 13 Prof. Prashant Vijayvargiya
- 14 Prof. Deependra Kumawat (Vth yr. Class Coordinator)
- 15 Prof. Mahima Sharma
- 16 Prof. Mona Jhangra

Name of Year/Class/Section: All Years and Sections

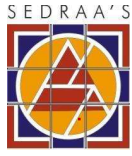
Subject Name: All subjects

Following Points were discussed in the meetings:

1. Year and section wise update was taken by Class Coordinators regarding the compliance for deliverables to be shared with students by subject teachers.
2. Mid semester progress feedback of students was taken regarding the sessional subjects' especially architectural designs and construction studios.
3. Class Coordinators were directed to identify students on the basis of attendance and performance and update students and parents for the same with the help of subject coordinators.
4. Decision was taken regarding back students have to discuss with the allotted faculty minimum once in a month and before the review date.
5. Feedback was taken from Dissertation Coordinator regarding the allotment and approval of thesis topics.

Faculty Signature

Copy to P & D/ Dean /HOD



AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

HEAD OF DEPARTMENT - BACHELOR OF ARCHITECTURE (HOD - BAR) MINUTES OF MEETING

Class Teachers Meeting

A meeting of Year/ Class /Subject coordinators was held on 12/01/2024 for discussion on the progress of work for the academic year 2023 - 2024, Session: Odd Sem (Jan- June)

The following members /year/class Coordinators/ were present:

- 1 Prof. N.S. Rathore (Dean-, Dissertation Coordinator)
- 2 Prof. Archana Singh Rathore
- 3 Prof. Parul (Ist yr. Class Coordinators)
- 4 Prof. Barsa Mohanty
- 5 Prof. Shubham Prajapati (IInd yr. Class Coordinators)
- 6 Prof. Manvi Chaudary
- 7 Prof. Bineet Chajed (IIIrd yr. Class Coordinators)
- 8 Prof. Mahima Sharma
- 9 Prof. Anubhav Mittal (Vth yr. Class Coordinator)
- 10 Prof. Jaswant Singh
- 11 Prof. Priya Arora

Name of Year/Class/Section: All years and sections

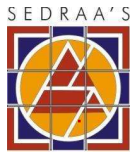
Subject Name: All sessional and theory subjects

Following Points were discussed in the meetings:

1. List of debarred students on the basis of attendance and performance for sessional subjects to be displayed and same should be shared with students, CoE and Dean.
2. List of students to be approved and declared who are eligible for mercy attempts/remedial reviews and updated in course record books.
3. Back student submissions and external to be conducted on same dates as for regular students.
4. Submission of log books/student work documentation deadlines to be maintained and same should be informed to documentation Incharge
5. Dissertation external jury dates and panel to be discussed with Principal and Dean.

Faculty Signature

Copy to P & D/ Dean /HOD



AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

HEAD OF DEPARTMENT - BACHELOR OF ARCHITECTURE (HOD - BAR) MINUTES OF MEETING

Class Teachers Meeting

A meeting of Year/ Class /Subject coordinators was held on 13/03/2023 for discussion on the progress of work for the academic year 2023 - 2024, Session: odd Sem(July-Dec)

The following members /year/class Coordinators/ were present:

- 1 Prof. N.S. Rathore (Dean-, Coordinator)
- 2 Prof. Archana Singh Rathore
- 3 Prof. Tejaswini Rai (Ist yr. Class Coordinators)
- 4 Prof. Akanksha Singh
- 5 Prof. Pallavi Keswani
- 6 Prof. Priya Arora (IInd yr. Class Coordinators)
- 7 Prof. Bineet Chajed
- 8 Prof. Ritu Nathawat
- 9 Prof. Anubhav Mittal (HoD, IIIrd yr. Class Coordinators)
- 10 Prof. Pushpak Bhagwati
- 11 Prof. Naveen Sharma (IVth yr. Class Coordinator)
- 12 Prof. Jaswant Singh
- 13 Prof. Prashant Vijayvargiya
- 14 Prof. Deependra Kumawat (Vth yr. Class Coordinator)
- 15 Prof. Mahima Sharma
- 16 Prof. Mona Jhangra

Name of Year/Class/Section: All years and sections

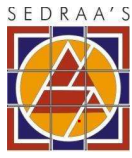
Subject Name: All subjects

Following Points were discussed in the meetings:

1. Students who missed Review 1 on medical grounds are to be considered till the next review with late marking
2. Status of work for review 2 -Student needs to show their first idea. Work should be discussed holistically by faculty in all sections and submission deadlines to be maintained
3. Option of remedial review to be there for the students who missed the review due to genuine reasons.
4. Back student have to discuss with the guide minimum once in a month and before the review date.
5. Status Internal assessment jury of thesis students to be discussed with guides and coordinators.

Faculty Signature

Copy to P & D/ Dean /HOD



AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

HEAD OF DEPARTMENT - BACHELOR OF ARCHITECTURE (HOD - BAR) MINUTES OF MEETING

Class Teachers Meeting

A meeting of Year/ Class /Subject coordinators was held on 23/05/2024 for discussion on the progress of work for the academic year 2023 - 2024, Session: Even Sem (Jan-June)

The following members /year/class Coordinators/ were present:

- 1 Prof. N.S. Rathore (Dean-, Dissertation Coordinator)
- 2 Prof. Archana Singh Rathore
- 3 Prof. Parul (Ist yr. Class Coordinators)
- 4 Prof. Barsa Mohanty
- 5 Prof. Shubham Prajapati (IInd yr. Class Coordinators)
- 6 Prof. Manvi Chaudary
- 7 Prof. Bineet Chajed (IIIrd yr. Class Coordinators)
- 8 Prof. Mahima Sharma
- 9 Prof. Anubhav Mittal (Vth yr. Class Coordinator)
- 10 Prof. Jaswant Singh
- 11 Prof. Priya Arora

Name of Year/Class/Section: All years and sections

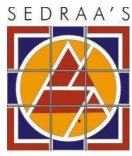
Subject Name: All sessional and theory subjects

Following Points were discussed in the meetings:

1. List of debarred students on the basis of attendance and performance for sessional subjects to be displayed and same should be shared with students, CoE and Dean.
2. List of students to be approved and declared who are eligible for mercy attempts/remedial reviews and updated in course record books.
3. Back student submissions and external to be conducted on same dates as for regular students.
4. Submission of log books/student work documentation deadlines to be maintained and same should be informed to documentation Incharge
5. Thesis external jury dates and panel to be discussed with Principal and Dean.

Faculty Signature

Copy to P & D/ Dean /HOD



AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

Identified Problems and Solutions

As the Head of Program in a Bachelor of Architecture (B.Arch) program, there are several key problems that were encountered. Below is the brief summary of the following.

Problem 1: Lack of Interdisciplinary Collaboration

Problem: The students might not be getting enough exposure to interdisciplinary collaboration, which is crucial in real-world projects that involve engineers, urban planners, and other professionals.

Solution: At Aayojan we already collaborate on projects with NGOs, Construction Industry Experts which can be further strengthened by increasing the collaborations. We can encourage collaborative studio projects that require students to engage their skills from all the courses under the program.

Problem 2: Inefficient Studio Culture

Problem: Studio-based learning, which is central to architectural education, suffers from inefficient use of time, and inadequate faculty guidance.

Solution: Establish clear guidelines for studio sessions, ensuring that they are structured with specific goals and timelines. Increase faculty involvement by setting up regular one-on-one consultations during the studio to guide and mentor students.

Problem 3: Assessment and Grading Challenges

Problem: Subjective grading in design courses can lead to inconsistency and student dissatisfaction.

Solution: Formulation of CO-PO rubric for assessments that clearly outlines the criteria for grading, such as creativity, technical skill, and adherence to project briefs. Train faculty on using this rubric consistently. Implement a panel review system where multiple faculty members assess final projects to ensure fairness.

Problem 4: Limited Industry Exposure

Problem: Some students graduate with limited exposure to the practical aspects of architecture, including internships, real-world projects, and industry networking.

Solution: The internship program can be strengthened by building relationships with architectural firms, both locally and internationally. Organizing regular guest lectures, workshops, and site visits led by industry professionals. Facilitate networking events and career fairs focused on architecture.

Problem 5: Resource Constraints

Problem: Limited access to modern design software, hardware, and materials can hinder students' ability to develop practical skills.

Solution: Secure funding through partnerships with architectural firms, government grants, or alumni donations to upgrade resources. Additionally, explore open-source software alternatives and establish collaborations with tech companies for discounted licenses. Foster partnerships with material suppliers for student discounts or donations of materials.

By addressing these problems with targeted solutions, the Bachelor of Architecture program can better equip students with the skills, knowledge, and experiences needed to succeed in the evolving field of architecture.

Head Of Department
Anubhav Mittal
Associate Professor