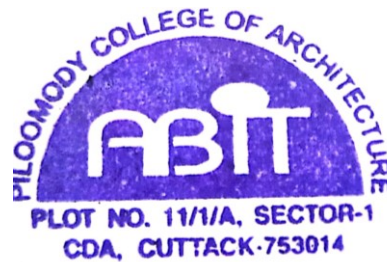


6.2.1 The institutional Strategic/ perspective plan is effectively deployed

CONTENT

Sl.no	List
01	Faculty Mentors
02	Faculty Portfolios For 2021
03	Guidelines for Using Timesheet
04	Detail Of Timesheet
05	Time Analysis Report Format
06	Mentors Report
07	Committees



[Signature]
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PILOO MODY COLLEGE OF ARCHITECTURE
ABIT GROUP OF INSTITUTIONS
PLOT NO.11/1/A, SECTOR-1, CDA
CUTTACK-753 014

NOTICE

No. PMCA/ July-21

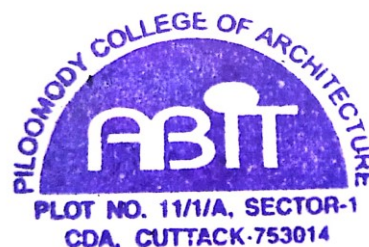
Date : 05/07/2021

All the faculty members are hereby informed that they have to report to their respective mentors and send their timesheets as per the list given below:

SL. NO.	MENTOR NAME	MENTEE NAME
1	AR. J.D CHAUDHURI	Ar. Ruma Bhatt
		Ar. Dillip Kumar Kar
		Ar. Rajsekhar Choudhury
		Er. Archana Dash
		Ar. Dibyasingh Jena
		Ar. Diptadeep Das
2	AR. MAITREYEE MISHRA	Ar. Amit Bhattacharya
		Ar. Sumantra Misra
		Ar. Suvaj Mohanty
		Ar. Deepashree Choudhury
		Ar. Shankar Giri
3	AR. ANSHUMAN MISHRA	Ar. Nidhi
		Ar. V Sucheta
		Ar. Swagatika Beura
4	AR. SUNITA MAGANLAL	Ar. Soumyashree Mohanty
		Ar. Ankita Pati
		Ar. Juliet Pradhan
		Ar. Tapaswini Mohanty
		Ar. Debasish Pradhan
5	AR. S.B ACHARYA	Ar. Debashreeta Debabarni
		Ar. Anshuman Mishra
		Ar. Sonika Das
		Ar. Swayam Prakash Mohanty
6	AR. S.S ACHARY	Ar. Anjali Hota
		Ar. Chitrasen Parida
		Ar. Smaranika Satpathy
		Ar. Shilpa Jena
		Ar. Ananya Dash



Principal



FACULTY PORTFOLIOS FOR 2021

Sl.	Priority Areas	Broad responsibilities	Time frame
1.	Personal Mentoring of students- Proctors	Hand holding of students; act as friend, philosopher and guide; i/d weak cases and hand over to 23	Throughout the year
2.	Fees collection- Swagatika , Srabani	Ensure DO letter is sent in time; Preparing the payment cycle; Following up with accounts to ensure that letters and reminders are sent timely to students; escalating issues to accounts/Principal	June- Aug; Nov-Jan; Taking stock of fees status- 30,31 st of every month Reminder slots(1 st - 5 th of every month)
3.	Hostel management- Ruma/Indrani/RSC/DK/Pratap	Ensuring smooth operation of hostels; framing of rules; grievance monitoring; hostel visits to oversee maintenance and administration	Monitoring(during session); Policy framing & Maintenance (Apr- July)
4.	Discipline – Ankita	Documentation of activities of all NAAC cells	As and when necessary; Verification(bi-annual)
5.	Alumni connect-Smaranika	Compile and maintain alumni database; app based; arrange an Alumni Forum once in a month; publicise achievements on social media and Notice boards in the college	Throughout the year tracking; Alumni meetings on Saturdays's -5.0 pm
6.	Competitions/Awards/NIASA- Deepashree/DP/AB	Prepare a competition calendar to fit within the academic schedule; encourage and guide students to participate; organise periodic review sessions by senior faculty; document and archive entries	Throughout the year(INS DAG, IGBC, AYDA, Transparence, INTACH Heritage Awards -DP)
7.	Admission activity – Suvaj/ SG/VS/DKP	Updating school database(Dec- Feb); plan and conduct promotional activities for 11+(Feb- Oct); securing admissions of 12+(Mar-Aug); webinars/ virtual campus tours; organise brain storming sessions amongst faculty members for new ideas	Throughout the year
8.	Exam- Dean, Academic & Academic Heads – DKP, - /Archana	Preparation of Exam Calendar as per BPUT; Issue notices; Maintaining of records; Organise College level Conducting Boards for normalisation before marks upload	As per Exam Calendar
9.	Training/Placement – Shankar/DP	Maintain database of offices; prepare the training calendar(by Mar); Checking of Trg. Portfolios; monitor individual training progress(June- Nov); collect feedback from offices as well as students(July & Nov) ;	Throughout the year

Shankar DP

FACULTY PORTFOLIOS FOR 2021

		organise the training viva(Nov end/Dec)	
10.	Thesis Coordination- Studio Coordinators	Prepare the Thesis Calendar(Nov-April); Topic selection by Trg batch(May); Assignment of guides/studio(Oct); Organise a Thesis exhibition & documentation	7-8 months in the year
11.	COA/ BPUT annual reports(PPT)- Sweta/Manisha	Updating ppt on a regular basis-monthly; uploading of data in May-June(BPUT) and Dec-Jan(COA)	Bi-annual review in May and Nov
12.	Club/Cultural activities- VS/ Soumyashree	Planning activity calendar; budgeting and execution monitoring; document activities through photographs/ videos and ensure social media visibility	Plan prepn-Apr-June & Dec; Monitoring(as and when event happens)
13.	Academic Monitoring Committee(All Acad Heads)	Academic Calendar prepn; Attendance; Academic progress and concerns; Feedback analysis and action	Plan prepn.- Apr-June & Dec; Monitoring through the year
14.	Faculty Devt/ Training- SuM/DsJ	Planning activity calendar; budgeting and execution monitoring; Documentation	Plan prepn-Apr-June & Dec; Monitoring(as and when event happens)
15.	Building community linkages – social outreach- SBA/Ami/ SJ	I/d small student led activities that can help, create community awareness about the environment/SDGs/architecture, etc	Plan prepn-Apr-June & Dec; Monitoring(as and when event happens)
16.	Partnerships/Collaborations with institutions-RKN/AnD	Exploring tie-ups and collaborations in live or studio projects; one in every 6 months; planning and monitoring of the same	Plan prepn-Apr-June & Dec; Monitoring(as and when event happens)
17.	Campus maintenance- AH/JDC	Conduct regular(weekly) inspections; identify and report to the authority; monitor repair p work and completion	Throughout the year
18.	Social media handle-Sweta/ Suvaj	Coordinate (with all depts.. esp 20,21,22, 12, 15, 5,6 with an eye on 7; publish on FB/ Instagram on a daily/weekly basis	Throughout the year
19.	Software and hardware maintenance- Maya/TM	Maintaining a register; weekly checks; reports; i/d of new requirement; tentative budget preparation	Throughout the year
20.	Research & Consultancy- SuM/DC	Target specific	
21.	Academic Forums – workshop/symposium- DDM/DDD	Organising of academic forums; design workshops; student symposiums; national and	Plan prepn-Apr-June & Dec; Monitoring(as and

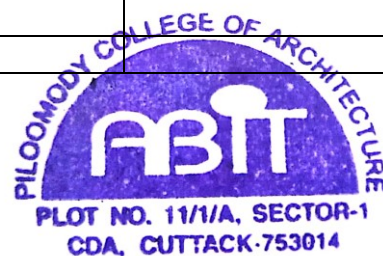
Signature

FACULTY PORTFOLIOS FOR 2021

		international seminars; compilation and publication(online/offline as required)	when event happens)
22.	Documentation of academic work/ Digital Asset Creation- JP/AB and Subject teachers	Selection of good work; digitization; web site linkage; Wall of Fame(organising display); scheduling discussion forums	End of every 2 weeks
23.	Coaching of late bloomers/ weak students- SBA(BD/AD)/JDC(WD)/AH(BC)	Identification of weak students; conduct of remedial classes; parental involvement; monitoring progress	Throughout the year
24.	Study tour/ excursions/Field visits- AB	Construction Yard development and maintenance; planning and smooth conduct of trips	Plan prepn-Apr- June & Dec; Monitoring(as and when event happens)
25.	Resource balancing & Organisation- DD		
TASK FOR APRIL - 2021			
RKN	Anjali	Back papers of WD and BC of Yellow Batch and above(2014,15,16)	Infrastructure maintenance(as and when required)
	Shilpa	Digital Asset Creation(1 st and 2 nd year)	Junior level competition I/d and mentoring
	Smaranika	Database creation of 2014, 2015 batch alumni	Alumni networking and connect
	Ananya	NAAC document	
	Raj	FDP on subjects/teaching outline of Even sem (2, 4)- 1 every week	
MM	DP	Back papers of AutoCAD, Computer Applications	Coordinate INTACH Heritage Award;
	SG	Admission activity	
	SvM	Admission activity	
	SuM	NAAC	
	DC		
	AB	NIASA	
	Maitreyee	NAAC	
JDC	DDD		
	RB		
	RSC		
	DsJ		
	Archana		

Shanika Das

Principal



Using Timesheet Data for Accountability, Planning and Control

Background

We have introduced the concept of timesheet in April 2020 as the attendance from finger prints was no longer a possibility. The intension of introducing time reporting in the currently used format, was to give necessary data to the Mentors for driving performance in their teams. However, the intended result is still eluding us. Hence, the change in process of online form for data collection is being accompanied by structured data analysis and intervention recommendations. All Mentors are expected to spend adequate time with the timesheet data every month to identify improvement areas, hold discussions and inform Principal PMCA about the discussions. Further, they are expected to provide input for salary processing, by the 8th of every month.

Fixing the Input Data

The timesheet data contains information on what areas a faculty worked on, how much effort was spent on it and details of output achieved from it.

Upon inspection of the data, I am finding that, in many instances, the output or details that justify the effort spent, is not reported. As a mentor, it is your responsibility to point this out and work with the faculty to report relevant data and which would assist you to help the faculty reach professional excellence.

Analyzing Available Data

Data analysis & interpretation is quick and easy when done in a top-down manner (1. Looking at the highest level of summary, 2. Moving into one more level of intermediate summary and 3. Looking at the Raw data). I have summarized the data for all of you with the reported time records from 1-20 Aug, 2021 to make this process evident to you. Please refer to the attached timesheet information and the summary sheet.

- A. Look at the data summary, activity wise. Look for any anomalies. For example : if the time reporting in “Others” seems to be too high for most mentees. This may or may not be a problem, moving into the next level of information will help. Further, this distribution tells you how the resource is utilising time. Take a critical look at the distribution and decide whether this is the best way to use the faculty’s capacity. Are the priority, urgency and importance of things that you want to get done , reflected in the way the faculty’s capacity is distributed? The answer to this can guide the planning for the next month and the available capacity can be channelized for student development and image building.
- B. A scrutiny of the faculty wise effort distribution of your mentees, tells you, whether the faculty’s work output is 1. Relevant and 2. Proportionate to the time he / she has reported. Anomalies to look for are (for example):
 - a. 30 hrs reported in proctoral, but 5 discussions done and no documentation from that
 - b. 50 hrs reported for admissions, but no admissions done
 - c. Irrational material preparation time (too long or material already available or students complaining that faculty was not prepared)
 - d. Excess hour spent on activities that are not important or relevant

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- e. 35 hrs reported for fee collection, but not much fee collected

In addition to the above analysis for discussion and feedback, this data should be used to plan the faculty's hours for the next month on activities that are important, relevant and valuable for student development.

- C. Further, you have to look at the following in the detailed information sheet for
 - a. Attempt to avoid mentioning output where it can be assessed & reported
 - b. Incorrect reporting (you are aware that faculty was not available, but the faculty has reported bloated hours on some other activity)
 - c. Line level information to validate: Whether the output was proportionate to the hours reported for each activity record.

What to discuss with the Faculty

- Seek information on any anomalies
- Try to educate and explain the importance of discipline, goal alignment and productivity of each individual. (Our approach will be to develop the faculty to take up important work. So, if you notice reluctance for an activity due to lack of skill, work on skill development first).
- If the discussion is not progressing (I have noticed Silence as the response many times), you can take up this discussion with Principal/HR. However, keep this as your last option.

Please note that your degree of preparation, knowledge of data, effective analysis and ability to explain is the key to a productive discussion.

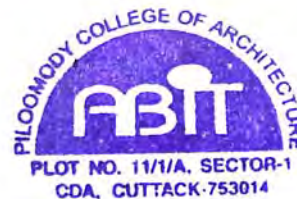
What to escalate

- Disagreements that you need help to resolve
- Discussions that are not leading anywhere
- Any sort of altercations arising out of feedback
- Lack of seriousness from faculty and repetition of behavior despite multiple discussion sessions

What emotions to avoid

- You need to protect your associates: I am often noticing a mindset to protect your colleagues in situations of lack of performance, lack of output and lack of discipline. While, I do understand why you are doing it, I intend to provide you the broader picture here. The reality is that "You will end up putting everybody at risk by attempting to suppress lack of performance of individuals which ultimately puts the individual at risk".
- You don't like to have an unpleasant conversation: You are not a bad person because you are pointing out an incorrect reporting or irrelevant activity or questioning a disproportionate effort reporting. The path to performance is always difficult, but there is no alternative and at the end it is good for everyone.

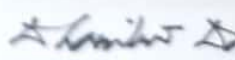
Shankar Das



Timestamp	Email Address	Date	Work Category	Spent	Details
08-05-2021 12:56	smaranika.satpathy@abit.edu.in	08-04-2021	Studio Class	2.45	Basic design class taken
08-11-2021 14:06	smaranika.satpathy@abit.edu.in	07-08-2021	Theory Class	2	Theory class taken
08-11-2021 14:08	smaranika.satpathy@abit.edu.in	07-08-2021	Others (Describe)	3	Basic design checking
08-11-2021 14:11	smaranika.satpathy@abit.edu.in	09-08-2021	Competition Mentoring	2	7sem AD students
08-11-2021 14:26	smaranika.satpathy@abit.edu.in	09-08-2021	Studio Class	4	Basic design extended class
8/14/2021 19:55:01	smaranika.satpathy@abit.edu.in	08-10-2021	Theory Class	1	VA Class taken
8/14/2021 19:56:04	smaranika.satpathy@abit.edu.in	08-10-2021	Studio Class	3	Verified students PPTs
8/14/2021 19:57:20	smaranika.satpathy@abit.edu.in	08-10-2021	Others (Describe)	0.5	Discussion with co teachers regarding students work
8/14/2021 19:59:23	smaranika.satpathy@abit.edu.in	08-11-2021	Studio Class	4	Review of students works
8/14/2021 20:02:50	smaranika.satpathy@abit.edu.in	08-12-2021	Theory Class	1	Extra class VA
8/14/2021 20:03:53	smaranika.satpathy@abit.edu.in	8/13/2021	Studio Class	4	Students ppts
8/14/2021 20:05:06	smaranika.satpathy@abit.edu.in	8/14/2021	Theory Class	2	VA class taken
8/14/2021 20:07:37	smaranika.satpathy@abit.edu.in	8/14/2021	Theory Class	2	VA Class taken
8/14/2021 20:08:15	smaranika.satpathy@abit.edu.in	8/14/2021	Studio Class	3.5	AD Class taken
8/16/2021 23:27:48	smaranika.satpathy@abit.edu.in	8/16/2021	Others (Describe)	1	had a talk with 6 students and gathered info for alumni record
8/16/2021 23:28:37	smaranika.satpathy@abit.edu.in	8/16/2021	Studio Class	3	Basic Design class taken
8/16/2021 23:29:14	smaranika.satpathy@abit.edu.in	8/16/2021	Subject Material Preparation	2	VA notes preparation
8/19/2021 0:02:14	smaranika.satpathy@abit.edu.in	8/17/2021	Studio Class	3	AD class taken
8/19/2021 0:02:50	smaranika.satpathy@abit.edu.in	8/17/2021	Theory Class	1	VA class taken
8/19/2021 0:03:49	smaranika.satpathy@abit.edu.in	8/17/2021	Subject Material Preparation	2	VA end module test preparation
8/19/2021 0:04:39	smaranika.satpathy@abit.edu.in	8/18/2021	Studio Class	3	BD Class taken
8/19/2021 0:06:30	smaranika.satpathy@abit.edu.in	8/18/2021	Others (Describe)	1.5	Talked to 5 ex students
8/25/2021 1:14:02	smaranika.satpathy@abit.edu.in	8/19/2021	Subject Material Preparation	2	VA ppt
8/25/2021 1:15:27	smaranika.satpathy@abit.edu.in	8/19/2021	Others (Describe)	2	BD Sheets correction
8/25/2021 1:16:07	smaranika.satpathy@abit.edu.in	8/21/2021	Theory Class	2	VA Class taken
8/25/2021 1:16:54	smaranika.satpathy@abit.edu.in	8/21/2021	Studio Class	3	AD Class taken
8/25/2021 1:17:55	smaranika.satpathy@abit.edu.in	8/23/2021	Examination Duty & Evaluation	3	BPUT exam duty
8/25/2021 1:18:48	smaranika.satpathy@abit.edu.in	8/23/2021	Studio Class	2	BD Class taken
8/25/2021 1:19:53	smaranika.satpathy@abit.edu.in	8/24/2021	Theory Class	1	VA Class taken
8/25/2021 1:20:48	smaranika.satpathy@abit.edu.in	8/24/2021	Studio Class	3	AD Class taken
8/25/2021 14:40:14	smaranika.satpathy@abit.edu.in	8/25/2021	Examination Duty & Evaluation	3	BPUT Exam duty
8/25/2021 14:41:10	smaranika.satpathy@abit.edu.in	8/25/2021	Studio Class	1.5	BD class taken

Timestamp	Email Address	Date	Work Category	Spent	Details
8/26/2021 13:19:00	smaranika.satpathy@abit.edu.in	8/26/2021	Academic Coordination / NAAC Documentation	2	Filled naac details , attendance & performance report
8/29/2021 10:39:50	smaranika.satpathy@abit.edu.in	8/27/2021	Studio Class	3	AD Class
8/29/2021 10:40:31	smaranika.satpathy@abit.edu.in	8/28/2021	Theory Class	2	Vernacular architecture
8/29/2021 10:40:55	smaranika.satpathy@abit.edu.in	8/28/2021	Studio Class	3	AD
8/31/2021 14:26:11	smaranika.satpathy@abit.edu.in	8/31/2021	Subject Material Preparation	2	Notes for VA
8/31/2021 14:27:06	smaranika.satpathy@abit.edu.in	8/31/2021	Theory Class	1	VA
8/31/2021 14:28:23	smaranika.satpathy@abit.edu.in	8/31/2021	Studio Class	2	AD


Time Labels	Academic Coordination & NAAC Documentation	Admission	Casual Leave	Competition Monitoring	Examination on Duty	Examination Duty & Evaluation	Others (Describe)	Proctoring	Studio Class	Subject Material Preparation	Theory Class	Grand Total
									4			4
									3.5		4	7.5
8/13/2021									3	2		6
8/14/2021							1		3	2	1	6
8/16/2021									3			4.5
8/17/2021							1.5		3			4
8/18/2021							2			2		5
8/19/2021									3		2	5
8/21/2021						3			2			4
8/23/2021									3		1	4.5
8/24/2021						3			1.5			2
8/25/2021	2								3			3
8/27/2021									3		2	5
8/28/2021									2	2	1	5
8/31/2021									2.45			2.45
08-04-2021							3				2	5
08-06-2021				2					4			6
08-10-2021							0.5		3		1	4.5
08-11-2021									4			4
08-12-2021											1	1

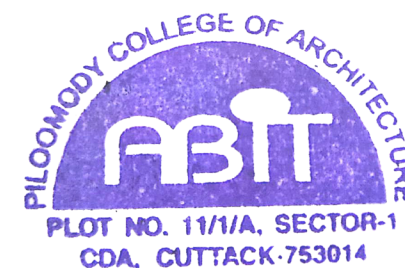

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TIMESHEET ANALYSIS REPORT FOR AUG, 2021, MENTOR _____

	A	B	C	D	E	F
Faculty Name	Reporting Clarity	Activity Alignment	Quality & Quantity	Reported Hr	Effective Hr	Remarks
Guideline for reporting						
A	Opinion of HOD after scrutiny of quality of input done for timesheets. Whether the output is reported in clear terms and information has been provided for areas where it can be provided.					
B	Opinion on the priority and alignment of activities to the Institute's need					
C	Whether the output is proportionate to the time reported & whether overall productive hours are adequate after considering leaves (CLs)					
D	This is a calculation from submitted timesheets - The total hrs reported by the faculty					
E	In the HODs judgement how many hours are useful and productive for ABIT (if the activity is done efficiently)					
F	Overall remark on the effort spent by the faculty in the month of August					

Note : For months of August, September and October : Please compile and send the admission hours reported by the Faculty to Principal maam.


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6.2.1 S.B. Acharya TIMESHEET ANALYSIS REPORT FOR OCTOBER, 2021, MENTOR

Faculty Name	A Reporting Clarity	B Activity Alignment	C Quality & Quantity	D Reported Hr	E Effective Hr	F Remarks
debashreeta	clear	conclusion after checking on draft submitted on green retrofitting in pmca campus	cannot be verified at present	time sheet for october 2021 unavailable	na	is on leave due to illness.my general impression is that she is dedicated to the assigned activities
swayam	clear	aligned	qualitative output	83	83	discussed in detail on activities taken up.time projected justifiable.
sonika	clear	aligned	qualitative output	74	74	as per details of activities discussed,time shown justifiable.
debashish	clear	aligned	qualitative output	70	70	confusion over heads for showing time,ie between academic and others,studio hour not shown etc.however details dicussed and total hours shown is valid.has been requested to show correctly in future
Guideline for reporting						
A	Opinion of Mentor after scrutiny of quality of input done for timesheets. Whether the output is reported in clear terms and information					
B	Opinion on the priority and alignment of activities to the Dept / Institute's need					
C	Whether the output is proportionate to the time reported & whether overall productive hours are adequate after considering leaves					
D	This is a calculation from submitted timesheets - The total hrs reported by the faculty					
E	In the Mentors judgement how many hours are useful and productive for PMCA (if the activity is done efficiently)					
F	Overall remark on the effort spent by the faculty in the month of August					

S. Acharya

OCT

TIMESHEET ANALYSIS REPORT FOR AUG, 2021, MENTOR

TIMESHEET ANALYSIS REPORT FOR AUG, 2021, MENTOR						
	A	B	C	D	E	F
Faculty Name	Reporting Clarity	Activity Alignment	Quality & Quantity	Reported Hr	Effective Hr	Remarks
Ananya Dash	good work in class	Done as per Institute needs	Productive hours are adequate	61	55	Fair
Smazruka	good work in Green Arch.	good work done for Alumni	Productive hours are less.	47	45	good work
Shilpa Jena	Monitoring of 7 is okay	charity of class done in good manner	Quality and quantity okay	78	58	Fairly good
Chitransu Panda	good work in all aspects done	PMAY-V (Research) done sincerely.	Quality and quantity both are adequate	99	85	Very Well done all parts
Anjali Hota	out put in work good	Bldg. Maintenance is okay and class are good.	Quality in all spheres are good	85	78	Nicely done. ✓

Guideline for reporting	
A	Opinion of HOD after scrutiny of quality of input done for timesheets. Whether the output is reported in clear terms and information has been provided for areas where it
B	Opinion on the priority and alignment of activities to the Institute's need
C	Whether the output is proportionate to the time reported & whether overall productive hours are adequate after considering leaves (CLs)
D	This is a calculation from submitted timesheets - The total hrs reported by the faculty
E	In the HODs judgement how many hours are useful and productive for ABIT (if the activity is done efficiently)
F	Overall remark on the effort spent by the faculty in the month of August - oct.

Note : For months of August, September and October : Please compile and send the admission hours reported by the Faculty to Principal maam.

S. Kumar
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V. Heccey
(Mentor)

LIST OF FUNCTIONAL COMMITTEES

ACADEMIC COMMITTEES

1. IQAC
2. ACADEMIC MONITORING COMMITTEE
3. RESEARCH COMMITTEE
4. CODE OF CONDUCT MONITORING COMMITTEE

STUDENT WELFARE COMMITTEES

1. WOMEN CELL
2. ANTI RAGGING
3. GRIEVANCE REDRESSAL CELL
4. SC/ST CELL
5. OPERATIONS AND PLANNING COMMITTEE



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