

DR. BALIRAM HIRAY COLLEGE OF ARCHITECTURE

ISO 9001:2015 CERTIFIED

S. No. 341, Next to New English School, Govt. Colony, Bandra (East), Mumbai 400 051.
Tel. #91-22-2657 0986 / 892 Telefax : 91-22-2657 3181 Website : www.hiray.edu.in E-mail : hirayarch@yahoo.co.in

C. REF. :

DATE :

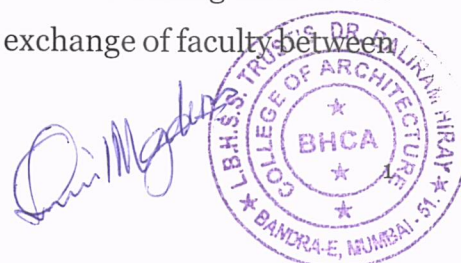
Policy document

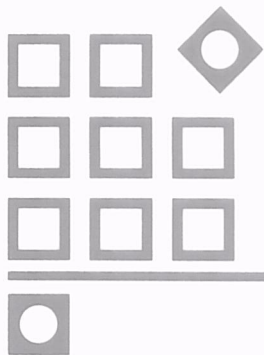
	Policy Title: Faculty Exchange Programme	
1.	Administrative Policy Number (APN): ARC/APN/17	Functional Area: Quality in functioning and governance.
2.	Brief Description of the Policy:	Purpose: promoting quality in Academics and administration. Audience: all stakeholders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	30 th April 2022
5.	Approved by:	IQAC Committee and Core Committee
6.	Responsible Authority	IQAC Coordinator
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	Quality as the sole criterion for updating.
10.	References for the policy	Council of Architecture/ NAAC

About the programme: The faculty exchange programme aims to provide opportunities for interaction between well-known Indian and Foreign Institutions with Dr. Baliram Hiray College of Architecture, Mumbai. This is expected to create greater bond between these institutions as well as exchange of ideas in the fields of research, teaching, training, and dissemination of research findings.

This will also result in collaborative research which ultimately benefit the population at large. DBHCoA will enter into faculty exchange agreement with leading institutions working in the similar areas both in India and abroad. The exchange of faculty between

Faculty Exchange Policy: Dr. Baliram Hiray College of Architecture





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these institutions will be encouraged. Not more than two members of faculty will be eligible for such programme in a year. DBHCoA will also host maximum of two faculties in a year from other Institutions as part of the exchange.

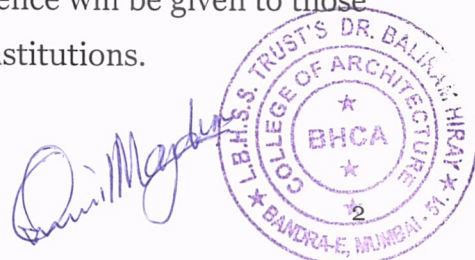
A. For Members Of DBHCoA Faculty Visiting Other Institutions

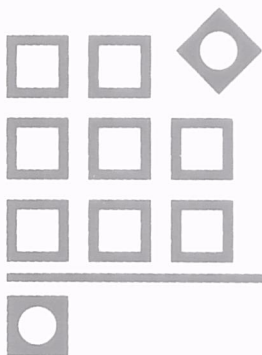
I. Eligibility: The following eligibility criteria shall be applicable to the applicant, for the said Faculty Exchange Program:

1. Applicant must be a full-time member as faculty of the DBHCoA. The preference will be given to faculty at Assistant Professor and Associate Professor Level.
2. Applicant must have a minimum of three years of continuous teaching experience at DBHCOA.
3. Applicant should have at least three research publications in the relevant areas (in reputed journals)
4. Applicant should NOT have availed any benefit from the faculty exchange program in the last three years, at the time of application.

II. Submission of application: It is the responsibility of the faculty to identify the appropriate institutions where DBHCOA has entered MOU for the faculty exchange programme. After receiving the response from the Institutions, the faculty may apply to the Director and Senior Professor for consideration under the faculty exchange programme.

The proposal should include a research proposal on the academic work that will be accomplished during the stay at the host institution indicating the potential benefits to the faculty as well as to DBHCOA. Preference will be given to those faculties receiving partial assistance from the host Institutions.





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III. Selection Procedure: The submitted application will be reviewed by a five-member committee under the chairpersonship of Principal and Sr. Professor with four seniors most professors.

IV. Duration and number of outgoing faculties:

1. Maximum three months with the institutional funding
2. This would be relaxed for those going with external funding.
3. The faculty must undertake a bond as per the GoI rules

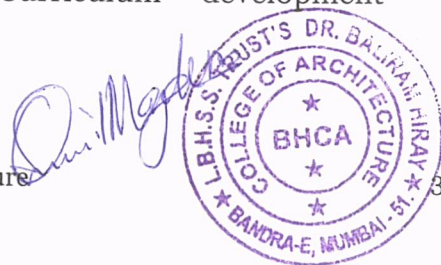
V. Funding:

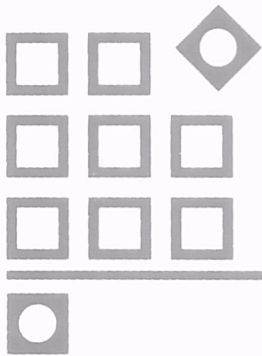
1. Travel to and from on actual basis
2. Lodging and boarding as per the GoI/Institute norms
3. Local travel expenses as per the GoI/Institute norms
4. Preference will be given when partial funding is received from the host institution.

B. For Incoming Faculties to DBHCoA:

I. Eligibility: The faculties from other Institutions where DBHCOA has understanding for the faculty exchange programme can apply directly to the Institute duly forwarded by the head of their institution. The application received from the external institutions for incoming faculty will be reviewed by a five-member committee headed by the Principal with four senior most professors. The maximum number of incoming faculty will not be more than 2 in a year with a maximum period of three months of stay for each faculty.

II. Academic engagement at the DBHCoA: The faculty can participate and contribute to the academic life at DBHCoA under any of the Departments through → Teaching of courses → Curriculum development →





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Seminar/workshops/conferences → Collaborative research and publications →
Public lectures.

III. Documents of application form: The full-time faculty member at the host institution wishing to be considered as an applicant for the faculty exchange program should provide the following requisite (whichever is applicable) information:

1. A two-page curriculum vitae and a one-page applicant' profile.
2. A research proposal should not be more than six pages and two references.
3. The research proposal should mention the purpose of the proposed research/teaching activity with the time frame.
4. Any other supporting documents or awards to be added separately with the application, 5. The potential source of funding for the visit.

IV. Support from DBHCoA:

1. DBHCOA would support for Visa process, letter for recommendation, No Objection letters, and Approval letters from the desk of International Relation Cell in the case of visiting faculty from Institutions outside India. For the visiting faculties from Indian Institutions, necessary administrative support for facilitating the visit will be carried out.
2. The visiting faculties will be eligible for office space and other facilities within the Institute.
3. No financial assistance or stay will be available from DBHCOA for the visiting faculties

Prof. (Ar.) Sunil Magdum
Principal

Dr. Baliram Hiray College of Architecture



Managing Trustee

Dr. Baliram Hiray College of Architecture