

MSAP CONSTITUENTS FOR INSTITUTIONAL RESPONSIBILITIES
(Academic Year : 2024-25)

A	DIRECTOR	Prof. Dr. Nandineni Rama Devi
B	JOINT DIRECTOR	Prof. Dr. Pradeep G Kini

Note :
 1. Each of the Constituent Coordinators are required to develop a Framework/ Manual detailing the Tasks and Process Flows alongwith the roles and responsibilities of team members as required.
 2. All the targets and objectives are in addition to the regular roles and responsibilities related to academics and research.
 3. Considering the interdependent nature of the constituent for a synergistic collaboration amongst faculty, students and researchers, each constituent coordinator can conduct regular meetings within and across the constituents for the smooth flow of the work in the institution.
 4. The Coordinators are required to keep updated Joint Director and Director periodically/quarterly at convenience, about the progress of works and initiatives taken to improve the system.
 5. The Coordinators are completely responsible for the work allotment amongst their team members to achieve the end results effectively on time.
 6. All constituent members who were a part of the Constituency earlier, are required to coordinate with new members to make them understand the process to help in smooth transition of responsibilities.

Admissions & Students Section at MSAP
Prof. Sonali Walimbe

Sl. No.	Work Constituents	Coordinator	Co-coordinators/Team	Targets/ Objectives	Tasks (to be decided and finalised at constituency level based on requirements)
1	Student Admissions	Prof. Sonali Walimbe	Prof. Sonali Walimbe	To implement strategies to increase Admissions across streams so that the overall intake of MSAP is not affected.	SLCM, Admission Transfer & Withdrawal
			Ar. Sanjana S Shetty	To increase applications to raise the bar of admissions at MSAP and nurture potential candidates' applications received into admissions.	Students Records
			Dr. Veena Rao	To coordinate with MAGE marketing and represent MSAP at Admission Events. To create marketing brochure in coordination with Media and Branding.	Scholarship
			Ar. Rohit Kumar	To engage 12th Standard Candidates with career counselling and awareness about architecture and design professions. To manage and co-ordinate along with Student Affairs co-ordinator if students meet with any unforeseen events such as accidents/hospitalization/health etc. and also co-ordinate with Academics for any attendance/submissions etc.	Statistics & Attrition/ Feedback COA Enrollment Orientation and Admissions
2	Student Counselling and Management		Ar. Jolcy K J	To minimise the Student grievances with adequate counselling in coordination with Students Affairs Coordinator.	To minimise the Student grievances with adequate counselling in coordination with Students Affairs Coordinator.

Academics
Ar. Sahana (Assistant Director-Academics)

Sl. No.	Work Constituents	Coordinator	Co-coordinators/Team	Targets/ Objectives	Tasks (to be decided and finalised at constituency level based on requirements)
3	B. Arch (Built Environment Studies)	Ar. Shanta Pragyan Dash	Ar. Roshan Shetty	To promote globally competitive undergraduate and post graduate programs that support intellectual growth and acquisition of new skills to make industry ready graduates.	Academic Schedule Course related works & Academic Documentation OBE Documentation Compliance Dissertation coordination Thesis coordination Electives Coordination Syllabus development New Online program Coordination Open Electives Coordination
			Ar. Jambavali Gouda		
			Ar. Sanjana S Shetty		
			Ar. Noopur Kumari		
			Ar. Anupama Pavithran		
			Dr. Sameer Dileep Gujar		
			Ar. Surekha KC		
Ar. Vidya Sagar Reddy					
4	M. Arch (Urban Design and Development)	Ar. Trivikram T N	Ar. Surekha KC	To create a diverse learner centric campus environment to pursue curricular to facilitate creativity and cognitive thinking across all facets of building design and construction.	Compliance Dissertation coordination Thesis coordination Electives Coordination Syllabus development New Online program Coordination Open Electives Coordination
			Ar. Komal Jaiswal	To integrate research into the classrooms towards tangible outputs.	
5	M. Design (Sustainable Design)	Ar. Shriharsh Ashok Dixit	Ar. Vaibhav Jain	To enhance the Quality of Architectural Thesis considering all aspects of development control, building design and construction, structures, services and energy efficiency.	Compliance Dissertation coordination Thesis coordination Electives Coordination Syllabus development New Online program Coordination Open Electives Coordination
			Dr. Anoop Kumar Shukla		
6	Department of Design (DOD)	Dr. Veena Rao	Dr. Trupli Ravindra Chauhan	To coordinate towards implementing LMS system for all programs under MSAP.	Mapping up of all the courseworks and academic related details in LMS for all programs.
			Ar. Palaniappan A R		
			Ms. Nagaveni Nayak		
			Ms. Aiswarya Ajith		
7	BOS Coordinator	All programs	Sundeep Kumar S		
			Mr. Santosh Gupta		
8	Academic Processes	Dr. Arun Natrajan	Ar. John Benette John	Academic Documentation & Compliance, Re-registration, Result analysis, Improvement Studios, Overstayed students, Promotions, Scholarships, Transcripts, Certificates /Final Documents of graduates, Convocation, Promotions, Scholarships	Academic Documentation & Compliance, Re-registration, Result analysis, Improvement Studios, Overstayed students, Promotions, Scholarships, Transcripts, Certificates /Final Documents of graduates, Convocation, Promotions, Scholarships
			Ar. Gowri Shenoy		
			Ar. Ipsilaa Priyadarshini Das		
			Ms. Shilpa Bala		
9	Outcome Based Education (OBE)	Ms. Trupli Kinjawadekar	Ar. Kumar Vyomkesh	To develop assessment methods for different cognitive levels. To ensure that students achieve the intended learning outcomes, provide feedback for improvement, maintain quality assurance, and foster a student-centered, outcomes-driven approach to education.	OBE Analysis (in coordination with all Programs)
			Ar. Kala CMK		
			Ar. Vidhya MS		
			Dr. Sasmitha Chand		
10	Learning Management System (LMS)	Dr. Trupli Ravindra Chauhan	Dr. Trupli Ravindra Chauhan	To coordinate towards implementing LMS system for all programs under MSAP.	Mapping up of all the courseworks and academic related details in LMS for all programs.
			Ms. Aishwarya Ajith		
			Ar. Noopur Kumari		

Examinations
Ar. Sanghamitra Roy (Associate Director- Academics and Examinations)

Sl. No.	Work Constituents	Coordinator	Co-coordinators/Team	Targets/ Objectives	Tasks (to be decided and finalised at constituency level based on requirements)
11	Examinations	Ar. Charline Stella Samuel	Ar. Lakshmy Menon M	To develop necessary working mechanisms to ensure the quality of the academic processes and Examinations. To ensure transparency and adequate notification for all stakeholders. To strategise and minimize backlogs and failures amongst students without compromising on quality education.	Exam Time table, Question papers, Examiners & Invigilators, Offline exam (preparation, conduct, documentation), Malpractice, Sessionals, Schemes, Valuation & Results
			Ar. Aary Pearl Lobo		
			Ar. Vikram Arora		
			Ms. Shilpa Bala		
			Mr. Prakash Rao Gurpur		
			Mr. Boorla Venkataramana		

New SLCM					
Sl. No.	Work Constituents	Coordinator	Co-coordinators/Team	Targets/ Objectives	Tasks (to be decided and finalised at constituency level based on requirements)
	New SLCM		Ar. Charline Stella Samuel Dr. Arun Natrajan	To coordinate with Deloitte team from MAHE and constituents from MSAP.	Ongoing process for implementation of New SLCM
Research, PhD and Collaborations at MSAP Dr. Shantharam Patil (PhD Coordinator), Dr. Reshmi G (Research Coordinator), Ar. Vidya Rao (Collaborations Coordinator)					
Sl. No.	Work Constituents	Coordinator	Co-coordinators/Team	Targets/ Objectives	Tasks (to be decided and finalised at constituency level based on requirements)
12	Research/ Publication/ Grants	Dr. Reshmi G	Dr. Monisha Kumar Dr. Anoop Kumar Shukla Ar. Kumar Gaurav Dr. Vipin Tandon	To strengthen integrated and inter-disciplinary research within MSAP and MAHE. To strategise and increase publications and grant outputs to enhance ranking. To increase publications from studios in coordination with academic programs. To coordinate with Directorate of Research for various research programs and activities/ meetings to present research data at MSAP. To facilitate sponsored projects and IPR.	Publications & Journals (ISO/IOE/RMS) Grants & Research consultancy (ISO/IOE/RMS)
13	Collaborations & Outreach	Ar. Vidya Rao	Ar. Rohit Kumar Dr. Jayesh Dashrath Khaire Ms. Anitha S	To analyse and nurture existing and new MoUs. To strengthen the National and International competitiveness by facilitating international internships. Faculty exchanges, student exchanges and industrial collaborations and coordination of Summer School and Kairos. To establish network towards pooling of world class faculty members amongst partner institutes for collaborative research and to increase collaborative research output.	StudentExchange/IAESTE/ AEISCE/ Kairos/ Media promotion SRF/IRAG/PURE MOU Status & Industrial Collaborations SRBE, IDiDe & other Activities
14	PhD Coordination	Dr. Shantharam Patil	Dr. Kirti N Nikam Dr. Monisha Kumar	To foster a dynamic and innovative research program to create new knowledge. Overall coordination of the PhD program/ Monitoring/ DAC meetings and quality control to meet with MAHE PhD guidelines.	PhD Admissions, various PhD programs and meetings and other coordinations.
LABs at MSAP Dr. Deepika Shetty					
Sl. No.	Work Constituents	Coordinator	Co-coordinators/Team	Targets/ Objectives	Tasks (to be decided and finalised at constituency level based on requirements)
15	LABs	Dr. Deepika Shetty	Ar. Vaibhav Jain Dr. Ganesh Urala H.G Ms. Suja TP Ar. Palaniappan A R Dr. Monisha Kumar	To enhance the theoretical and technical education at MSAP by hands-on experimentation and practical skills. To maintain the calibration certificates and other documentation related to lab equipments. To map existing tools and instruments and its use in research and publications and run awareness programs across academic programs and faculty members.	Sustainability and Climatology Lab Material Lab Carpentry Lab/ Laser Cutting Machine/ Model Making Lab Surveying & Levelling Lab/ Construction Yard Cadd Lab/ Virtual Reality Lab PM Lab/ Retail Lab/ Prototype Lab/ Fabric Studies Lab/ Chemistry Lab/ Visual Merchandising Lab
Quality Management Representative (QMR) at MSAP Prof. Amit Kinjawadekar					
Sl. No.	Work Constituents	Coordinator	Co-coordinators/Team	Targets/ Objectives	Tasks (to be decided and finalised at constituency level based on requirements)
16	QMR	Ar. Amit Kinjawadekar	Dr. Pradeep G Kini Ar. Kala CMK Ar. Roshan S Shetty Ar. Akshatha Rao Ar. Kumar Vyomkesh Dr. Vipin Tandon Ar. Kumar Gaurav Mr. Prakash Rao Gurpur Ar. Gowri Shenoy Mr. Boorla Venkataramana Ms. Trupfi Amit Kinjawadekar Dr. Kirti N Nikam Ar. Vidhya M.S Ms. Akshaya MR	To monitor the academic quality and research output in adherence to quality and compliance of MAHE to increase rankings and produce industry ready graduates. To liaise with MAHE Quality and Compliance and various Statutory bodies during extension of renewal and related activities. To strategise MSAP in Top ranking of NIRF by enhancing coordination across all constituents and related data management. To constantly monitor changes in statutory requirements including consideration to NEP related changes and report to HOI. To maintain quality including environmental as per IQAC / IOE / COA and ISO requirements. Centralised Documentation and Maintenance: To maintain all institutional constituent datas at a centralised location with QMR team. To share the datas for any compliance in their prescribed formats as per towards requirements to QMR team. To coordinate SOP for implementation of Studio outcome as research publication in coordination with QMR/ RC/ BES/ PG Programs with regular follow ups with CCCs. To act as a bridge between QMR, RC and AE.	IQAC Regulatory (COA & AICTE) Accreditation (NAAC) Ranking ISO & MRM/ Audit To maintain the data in one drive collected in coordination with constituent coordinators from all constituents as per the QMR Compliance requirements in a centralised location. NIRF/ Architectural Domain Publications/ Scopus publications. QMR (DOD)
Learning Resources/ Library at MSAP Ar. Joicy KJ					
Sl. No.	Work Constituents	Coordinator	Co-coordinators/Team	Targets/ Objectives	Tasks (to be decided and finalised at constituency level based on requirements)
17	Learning Resources/ Library	Ar. Joicy KJ	Ms. Shobha Ms. Suja TP	To map Library Resources as per compliance requirements and also fill the gap with respect to book resources required for each of the programs at MSAP. To run awareness programs for students and faculty to optimise the Library resources including digital subscription. To bring access to Quality online programs and certification programs that complement/ strengthen the academic programs at MSAP and help students/ faculties acquire new skills. To plan and implement international summer schools in coordination with Collaborations MSAP.	MSAP Main Library Maintenance of References Course era, Edex, Swayam, MOOCS, procurement of textbooks etc. Summer School Online Certification Programs
Training and Placement Cell at MSAP					
Sl. No.	Work Constituents	Coordinator	Co-coordinators/Team	Targets/ Objectives	Tasks (to be decided and finalised at constituency level based on requirements)
18	Training	Ar. Sundeep S	Ms. Simi Maria Mathew Ar. Monika Jadhav	To strategise training of MSAP Students to get quality industry exposure. To map the companies providing internships and preferably workout a stipend model for students of MSAP at partner organizations.	Training/ Internship for MSAP students.

			Ar. Babar Javed	Model for students of MAHE at partnering organisations.	
19	Placement	Ar. Purushottam Kesar	Ms. Simi Maria Mathew Ar. Babar Javed	To increase the placement of MSAP students by organising placement fairs in coordination with industry for final year students. To establish networks with industry/ human resources in top companies and amongst reputed alumni-owned companies. To benchmark / negotiate salary for new recruits in companies with human resources of companies.	Placement of MSAP students. Academic- industry interface.

Repository at MSAP
Ar. Nikhil Surendra Kohale

Sl. No.	Work Constituents	Coordinator	Co-coordinators/Team	Targets/ Objectives	Tasks (to be decided and finalised at constituency level based on requirements)
20	Repository	Ar. Nikhil Surendra Kohale	Lulwa Khaleel Ar. Komal Jaiswal Ms. Aiswarya Ajith Ar. Anjani Kumar Shukla Ar. Aary Pearl Lobo Mr. Santosh Gupta	To maintain the repository of the Best works at MSAP in physical and digital formats and in coordination with the exhibition museum.	Exhibition, Data Collection and formatting for repository, Yearbook, Updation of Impression Works with MAHE team.

Media and Branding Cell at MSAP
Ar. Trivikram T N

Sl. No.	Work Constituents	Coordinator	Co-coordinators/Team	Targets/ Objectives	Tasks (to be decided and finalised at constituency level based on requirements)
21	Media and Branding (Architecture)	Dr. Veena Rao	Ar. Ipsita Priyadarshini Das Ar. Trivikram T N Mr. Sridhara Ar. Anupama Pavithran Ar. Kailas M	To coordinate with Admissions Alumni constituents to promote search engine optimisation/ google analytics/social media campaigns/ marketing of MSAP during the admission process. To acknowledge contribution of faculty achievements through official transcripts/ newsletters. To promote MSAP academics / researchers/ alumni /faculty achievements across social media platforms.	Exhibition & Newsletter Instagram, Facebook, LinkedIn, MSAP website
	Media and Branding (DOD)		Ms. Lucy Taje Ar. Vikram Arora		Exhibition & Newsletter Instagram, Facebook, LinkedIn, DOD website

Infrastructure & Design Consultancy Cell at MSAP
Ar. Shantanu Chitgopkar

Sl. No.	Work Constituents	Coordinator	Co-coordinators/Team	Targets/ Objectives	Tasks (to be decided and finalised at constituency level based on requirements)
22	Infrastructure & Design Consultancy	Ar. Shantanu Chitgopkar	Ms. Nagaveni Nayak Dr. Jayesh Dashrath Khaire Dr. Ganesh Urala H.G Ar. Palaniappan A R Dr. Sameer Dileep Gujar	To undertake consultancy projects within specified timelines and deliverables. To pitch for new projects and increase the consultation revenue at MSAP.	Infrastructure, Stock & Condemnation Barrier Free compliance Consultancy Projects

Alumni Relations/ Alumni Activity at MSAP
Ar. John Benette John

Sl. No.	Work Constituents	Coordinator	Co-coordinators/Team	Targets/ Objectives	Tasks (to be decided and finalised at constituency level based on requirements)
23	Alumni Relations/ Alumni Activity	Ar. John Benette John	Ar. Akshatha Rao Ar. Lakshmy Menon M Ms. Anitha S Ms. Lucy Taje Ar. Jambavati Gouda Mr. Sridhara	To involve alumni in academics at MSAP through expert talks/ Guest Lectures/ Examiners etc. To coordinate with University on Alumni Web portal and to coordinate alumni events. To coordinate with Placement and Admissions to increase perception among alumni for increasing admissions and job placement of students. To engage faculty and students towards community engagement and societal benefit activities in aptrnership with City Govt./ NGOs.	Alumni / VSO Activities

Student Affairs, Co-Curricular, Sports and Welfare
Ms. Ujjwala Chaurasia

Sl. No.	Work Constituents	Coordinator	Co-coordinators/Team	Targets/ Objectives	Tasks (to be decided and finalised at constituency level based on requirements)
24	Student Affairs, Co-curricular, Sports and Welfare	Ms. Ujjwala Chaurasia	Ar. Kailas M Ar. Monika Jadhav Ms. Akshaya MR Ar. Vidya Sagar Reddy Ar. Vaibhav Jain Ar. Anjani Kumar Shukla	To enhance the Sports and co-curricular activities at MSAP. To strategise and implement annual institution and sport days. To promote Sports Clubs/ NCC and develop a strong marching contingent during national importance. To encourage students and faculties to participate in Sport activities.	Student Council (Sports and Cultural) Co- curricular & Extra Curricular Activities/ MAHE and MSAP Events/ Workshops/NSS/VSO
25	VSO/ NSS	Lulwa Khaleel	Lulwa Khaleel Ms. Lucy Taje	To encourage students and faculties to participate in VSO / NSS activities.	

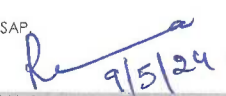
Research Centres at MSAP
Reporting to Director, MSAP

Sl. No.	Work Constituents	Coordinator	Co-coordinators/Team	Targets/ Objectives	Tasks (to be decided and finalised at constituency level based on requirements)
26	Centre of Sustainable Built Environment (CSBE)	Ar. Vaibhav Jain	Dr. Vipin Tandon	As per approved stated objectives to collaborate with faculty across MAHE considering their expertise and interests related to specific research projects and increase publication and grant output.	To be framed as per the Centre Objectives by the Coordinators
27	Centre for Urban Studies (CUS)	Ms. Ujjwala Chaurasia	Ms. Ujjwala Chaurasia		
28	Centre for Socio-Architectural Studies (CSAS)	Ar. Shanta Pragyan Dash	Ar. Shanta Pragyan Dash		
29	Centre for Studies in Allied Design, Built Heritage and Vernacular Architecture (SADBHAVYA)	Ar. Trivikram T. N.	Ar. Vidhya M. S		
30	Centre for Inclusive Cities	Ar. Purushottam Kesar	Ar. Kumar Gaurav		

Please Note :
As per the deadlines/immediate requirements in the Institution the undersigned may assign responsibilities to any of the faculty member irrespective of the constituencies in the best interests of MSAP.

Prof. Dr. Pradeep G Kini
JOINT DIRECTOR, MSAP

Prof. Dr. Nandini Rama Devi
DIRECTOR, MSAP


 9/5/24
DIRECTOR
Manipal School of Architecture and Planning
MAHE, Manipal

