

Faculty Handbook



**Mahatma Education Society's
Pillai HOC College of Engineering and Technology
Rasayani**

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1. Setting the Tone

1.1. Prologue

The tone for the Pillai HOC College of Engineering and Technology is set by its Chairperson, Dr. K. M. Vasudevan Pillai. It is the task of the Principal to navigate the Institute in the path as envisaged by the Chairperson and Trustees, thus ensuring that PHCET develops as an Institution of International repute.

1.2. Vision

“Pillai HOC College of Engineering and Technology will admit, educate and train for engineering graduation, a diverse population of students who are academically prepared to benefit from the Institute’s infrastructure and experience to become responsible professionals in a technical arena. It will further attract, develop and retain, dedicated, excellent teachers, scholars and professionals from diverse backgrounds whose work gives them visibility beyond the classroom and who are committed to making a significant difference in the lives of their students and the community.”

1.3. Mission

“To develop professional engineers with respect for the environment, and make them responsible citizens in technical development both from an Indian and global perspective, and this objective is fulfilled through quality education, practical training and interaction with industries and social organizations.”

1.4. Motto

Vidya Karmasu Kaushalam

Knowledge is Excellence at Work

1.5. Goals

PHCET pursues its mission by contributing, inculcating and practicing:

- Academic Leadership - by imparting high quality engineering education partnering with other institutions and industry
- Corporate Leadership - by creating a pipeline of Engineers to occupy positions of leadership and responsibility in business and industry, both Indian and global
- Entrepreneurial Leadership - by encouraging the students and alumni to become entrepreneurs by providing infrastructure and incubation facilities
- Governance and Societal Leadership - by helping increase the number of technical people taking up positions of public service and governance, that can influence policy and decision making with workshops, Student Development Programs(SDP) and consulting

1.6. Commitment

When the students leave PHCET, they should be confident and competent engineers determined to meet the challenges that may come in their professional and personal lives, and take risks as appropriate, and have a ‘WINNER’S ATTITUDE’ - no matter what background they come from when they enter PHCET.

1.7. Core Values

- Accountability and service to all stakeholders
- Integrity and fairness in all practices
- Instill innovation and creativity
- Inclusiveness and care for the marginalized
- Resilience and sustainability
- Striving for excellence in all actions
- Thought leadership and quality consciousness

1.8. The PHCET Way

Create more than consume

Learn more than teach

Listen more than speak

Practice more than preach

2. History of the Institution

The Mahatma Education Society (MES) embarked upon its mission of "Education for All" with the Chembur English School in the year 1970. The Mahatma Education Society is proof of a vision linked irrevocably to national goals. The vision, dedication, global outlook, tenacious struggle and undaunted spirit of Dr. K. M. Vasudevan Pillai (Founder, Chairman and CEO) and Dr. Daphne Pillai (Secretary), the Trust grew from a single school into a multi-institution, multi-location group delivering quality education at all levels.

Today MES owns and manages over 48 institutions spread across six elegant Campuses at Borivali, Chembur, Powai, New Panvel (W), Khanda Colony and Rasayani. It manages educational Institutions from pre-primary to post graduation. It comprises of Schools, International Schools, Degree Colleges, Night Colleges, Management Institutions, Engineering Colleges, Architecture Colleges, Colleges of Education (including Physical Education) and Polytechnic Institutions. Popularly known as the Pillai Group of Institutions, this education major has its own teacher training institutes, which allow it to define its own standards and to achieve 100% results unflinchingly. The group has more than 30,000 students, 2,000 teachers and 1,500 members of support staff.

Through a highly motivated faculty, a learning environment powered with the latest technologies, a spirit of innovation that sees it reach for the highest standards of accreditation in its field.

3. Departments at PHCET

1. Applied Sciences and Humanities
2. Automobile Engineering
3. Civil Engineering
4. Computer Engineering
5. Electrical Engineering
6. Electronics and Telecommunication Engineering
7. Information Technology Engineering
8. Mechanical Engineering

4. Induction

When a faculty joins the Institution, in order to assist him/her to settle in and get their service under way quickly and efficiently, the Institute and the department extends certain facilities. They are:

- 1) Work Space
- 2) Personal Locker
- 3) Identity Card that is expected to be worn as long as he/she is in the college
- 4) Library Card
- 5) Free Transportation by bus till reliable railway transport becomes available
- 6) Google Account accessible through MES email id

As part of induction, the concerned head of department would conduct an orientation program to the incoming faculty member.

5. Expectations from the Faculty

Every faculty member is expected to perform the following responsibilities:

- a) Conduct assigned undergraduate and graduate courses and seminars.
- b) Serve as an academic advisor to students.
- c) Serve on college or university committees.
- d) Engage in scholarly activities, and/or creative endeavours which contribute to the academic mission of the University.
- e) Participate in curriculum development activities.
- f) Serve on graduate committees.
- g) Supervise laboratories, Independent study activities, etc.
- h) Off-campus learning such as internships.
- i) Render service to the professional or lay community.
- j) Perform such other related tasks and duties as assigned.

6. Terms and Conditions of Service

The faculty is expected to be conscientious and loyal to the aims and objectives of the Institution.

1. Salary:

Salary shall be determined in accordance with the provisions in the MES appointment and Conditions Document as amended from time to time

- i. Faculty shall refrain from any outside activity (whether paid or unpaid), in the reasonable opinion of the Governing Body, if such activity would interfere with the efficient discharge of your duties.
- ii. Faculty's salary will be credited monthly to the faculty's bank account along with arrears, if any, in accordance with the MES appointment and Conditions. Every faculty is expected to open a salary bank account with the Syndicate Bank.
- iii. Salary is reviewed annually and increments may be granted based on faculty's performance. Kindly note that increments may not be uniform for all employees.

2. Probationary period: There will be two years of probationary period, after completion of which faculty's appointment may be made regular based on appraisal of performance.

3. Working Hours:
 - i. Current college timings are from 9.15am to 4.30pm.
 - ii. Working days in a week will be Monday to Saturday.
4. Leaves: Faculty is permitted to avail casual leave after completing 3 months of service. Full vacations and earned leave will be sanctioned only after completing two years of service.

Types of Leave

- | | | |
|---------------------|---|--|
| 1. Casual Leaves | : | 08 per year |
| 2. Medical leaves | : | 10per year |
| 3. Earned leave | : | As per surrendered vacations (also as per conversion ratio as specified by the University of Mumbai) |
| 4. Maternity Leave | : | 90 days |
| 5. Paternity Leave | : | 15 days |
| 6. Compensative off | : | At the discretion of Management |
| 7. On duty | : | Case by Case Basis |

The following are the rules adopted by the management with effect from July 16, 2012.

- a) List of approved public holidays as declared by the University of Mumbai/ College Term Calendar confirmed by monthly holidays schedule issued by MES/ PHCET.
- b) Faculty can avail holiday slot defined by the Management, sanctioned by the college.
- c) From time to time, it may not be possible to give vacation together. In such cases, the management reserves the right to split the holidays into multiple slots.
- d) Casual leave is subject to the following conditions:
 - Four days in the even semester.
 - Four days in the odd semester.
 - Absence from work more than the stipulated number of days will result in a salary deduction and might adversely impact the faculty's salary increment.
 - Permission for leave will be granted on the same day or after the day of leave only in the case of sickness or an emergency. Office/ HoD must be informed via any medium available before the class begins.
 - Leave of any type will not be permitted on important days such as Teacher's Day, Sports Day, Student Fest, Exams, College reporting days and other days designated by the management. Absence will result in initiating disciplinary action and can have adverse effect on a faculty's salary increment.
 - The management has the authority to sanction or reject leave under all circumstances.
 - Only two days of causal leave can be taken at a time and no more than three days total can be taken in one month.
 - Faculty cannot remain absent or take causal leave by prefixing and suffixing them to other holidays, which results in three or more days of holidays
 - Faculty cannot remain absent or take causal leave by prefixing or suffixing two days of leave to other holidays, which results in three or more days of holidays
 - If a faculty has exhausted one's causal leave days, the number of excess days taken will be treated as leave without pay.
- e) Long leave (leave of three or more days continuously) during the academic term is extremely disruptive to scheduling and to the academic continuity of students. It is therefore

highly undesirable to take time off during the academic term when the session is in progress. However, in the cause of extreme necessity, emergencies or unforeseen circumstances, only the senior management can condone such absences. Applications to condone this type of absence must be routed to the senior management through the Principal.

- f) Arriving time after scheduled time (9.15 AM) constitutes a late arrival. The management at its discretion will deduct one causal day for every three days of late arrivals per month. Coming after 30 minutes will constitute a half-day of casual leave.

7. Service Rules

Pillai HOC College of Engineering and Technology (PHCET), which is a part of several other colleges in the Pillai HOC Educational Campus has service rules that are nearly consistent with those of other institutions run by the parent trust. The service rules and other procedures are approved by the trust. The Principal is responsible for the administration of the Institution. Normally the service rules, etc., are reviewed annually by a committee duly constituted by the Principal.

PHCET aims at creating a high quality teaching, learning and research environment for members of its community. Its goal is to create an environment where students are exposed to vigorous and relevant academic curriculum and to provide them with the opportunity to study a broad range of subjects and areas. In order to accomplish this, it is essential that PHCET finds and retains bright, talented and motivated faculty who are committed to improving the quality of their teaching as well as keeping themselves updated with the latest developments in their respective fields.

In addition, PHCET aims at using research and scholarships to extend the boundaries of human knowledge and intellect. In order to achieve this, PHCET fully expects its entire faculty to conduct and excel at independent research and participate in Indian and Foreign academic communities. This will support PHCET's goal to create a culture of excitement, inquiry and innovation.

The following guidelines have been adopted with respect to promotion and retention of faculty:

1. The faculty will be designated into the following categories:
 - a. Professor
 - b. Associate Professor
 - c. Assistant Professor
2. Appointments and promotions will be made by a committee comprising of the Principal and one or more representatives of the MES management board for adhoc appointments. Further selection committee will be constituted as per university guidelines to make the appointments regular (University approved)
 - a. Appointments are subject to the additional terms and conditions set in the employee's appointment letters.
 - b. Faculty must adhere to the terms and conditions set forth in the duties and responsibilities of teaching faculty. The management of Mahatma Education Society reserves the right to amend these terms from time to time.
3. All appointments for faculty will be advertised in newspapers after obtaining approval from the University of Mumbai.

4. Qualifications

4.1 Professor:

- a. Candidates for the post of a Professor must have a PhD from a recognized university with a minimum of ten years of teaching and /or research and /or industrial experience of which at least 5 years should be at the level of Associate Professor or minimum of 13 years of experience in teaching and /or research and /or industry.
- b. Professors must actively pursue advanced research or consulting projects that are sponsored by non-PHCET or non-MES sources.
- c. Professors must also actively participate in national and international conferences and publish research work in national and international journals.
- d. Professors must actively guide research activities of masters and PhD level students in the university.
- e. A Professor's progress will be evaluated every two years.

4.2 Associate Professor:

- a. Candidates for the post of a Associate Professor must have a PhD from recognized university with a minimum of five years' experience in teaching and /or research and /or industry of which at least 2 years shall be post PhD.
- b. Associate Professors must actively pursue advanced research or consulting projects that are sponsored by non-PHCET or non-MES sources.
- c. Associate Professors must also actively participate in national and international conferences and publish research articles in reputed national and international journals demonstrating their technical skills.
- d. The faculty's progress will be evaluated at the end of every two years.

4.3 Assistant Professor:

- a. Candidates for the post of a Assistant Professor must have a Master's Degree in Engineering or Technology with first class from a recognized university in an appropriate branch.
- b. Once selected, the faculty member will be appointed on probation which will be for a maximum period of two years following which faculty member is deemed to be regular. All Assistant Professors who do not possess a Doctoral Degree are expected to register/enrol in a PhD program preferably at a local recognized university. Their performance is reviewed every year for increment and continuation of services.

5. Salaries

- a. Salaries for faculty will commensurate with the 6th pay commission.
- b. Salary increments will be given in December effective in January of next calendar year based upon yearly appraisal.

6. Research/Consultancy

- a. All research and consultancy projects that require the use of PHCET or MES facilities and/or infrastructure shall be liable to pay a minimum overhead charge of 30% to PHCET or MES.

- b. Any faculty that wishes to carry out research and/ or consultancy projects without the use of MES facilities or infrastructure but requires the use of the institutes name and/or affiliation, a minimum overhead of 10% will paid to the institute.
 - c. Overhead charges include but are not limited to electricity, water, internet, library access, furniture, fixtures and the use of any copyrighted names and materials.
 - d. MES shall own 100% of any intellectual property rights such as patents, inventions, trademarks and copyrighted material generated by its employees during the time of their employment with the institute.
 - e. All employees are required to sign the employee intellectual property agreement at the time of their appointment.
 - f. All sponsored projects are required to be authorized by the college Principal and the MES office for sponsored projects.
7. Termination of appointments:
- a. All appointments are deemed to be terminated at the expiry of the appointment order and non-renewal of an appointment.
8. Approvals from Mumbai University
- a. All faculty appointments are subject to approval by the University of Mumbai.
 - b. In rare circumstances non-approved faculty members can also be promoted, however, this can only be done with the approval of the Chairman.

8. Duties and responsibilities of teaching faculty

General

As a part of duties and responsibilities a teaching faculty should:

- a) Report to college by 0900 Hrs.
- b) Report for every lecture atleast 15 minutes before the commencement of the lecture.
- c) Avoid leaving the college till 15 minutes after the end of the last lecture.
- d) Follow the rules and regulations of the Institution as prevalent from time to time.
- e) The work load of all the staff shall be fixed by the Principal. The work load of the teacher should not be less than 44 hours a week as per the University of Mumbai or as decided by Principal from time to time. The teaching load would at least be as follows:

1. Professor	:	08 hours/ week
2. Associate Professor	:	12 hours/ week
3. Assistant Professor	:	16 hours/ week

For the above, two hours each of tutorial/laboratory/Drawing hours will be counted as one teaching hour.

In exceptional cases, whenever faculty members are entrusted with additional administrative/research load, adjustment in the contact hours could be made to ensure the total work load remains at par with other teachers.

9. The work plan/ profile

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 44 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution. Faculty members should strive to function and excel in individual, department and institutional levels. In order to do so they should:

Individual

- a) Update their knowledge by attending seminars/ workshops/ conference, after obtaining necessary permission from the HOD and Principal.
- b) Attempt to publish text books, research papers in reputed International/ National Journals/ Conferences.
- c) Strive to prepare academically to meet all the challenges and requirements of the methodology of teaching so that the input may be useful for the student community at large. Extend his/ her beneficial influence to build up the personality of students and he/ she should associate himself/ herself actively with such extra-curricular activities which he/ she is interested in or assigned to him/ her from time to time.
- d) Any kind of partiality or **discrimination on grounds of caste, creed, religion, region and gender is not allowed under any circumstances. Faculty members found indulging in such activities will be liable for strict disciplinary action.**

Department/ Institution

As a part of department and institution every faculty member should:

- a) Keep their respective HODs updated about their professional activities and developments.
- b) Follow the teaching load allotted to him/her by their respective HODs.
- c) Should take additional responsibilities as assigned by HOD/ Principal in academic, co-curricular or extracurricular activities, In addition to teaching
- d) Give a seminar on a relevant and trending technical topic at least once in each semester.
- e) Maintain student's attendance records and the absentees roll number should be noted everyday on 'PHCET online' as soon as the classes/ laboratory hours are over.
- f) Should get the leave sanctioned in advance and make proper alternate arrangements for class/ lab/ sessions. In case of emergency, the HOD or the next senior faculty and class counsellor must be informed with appropriate alternate arrangements.
- g) Strive to be respectful and presentable.
- h) The faculty advisor/ class counsellor must maintain the student's personal file updated and put up for inspection before HOD/ Principal as and when it would be required to do so.

Class room teaching

All Faculty members should

- a) Prepare an hour wise lesson plan once the subject is allotted
- b) Get the lesson plan and course file approved by Domain coordinators. [The course file should consist of preface, previous year university question papers, notes, hand-outs, PPT/ OHP sheets, test/ exam question papers, two model answer scripts for each test/ exam, Assignments (if any), minute paper, feedback analysis report, etc.]
- c) Update faculty file regularly and put up for inspection before HOD/ Principal as and when it would be required.

- d) Refer to books other than the prescribed textbooks and prepare detailed lecture notes.
- e) Avoid dictating notes in the class.
- f) Upload lecture notes on digital library.
- g) Report to the class at least 5 minutes prior and enter the class without delay.
- h) Engage the complete session allotted and should not leave the class early.
- i) Revise the previous lecture during the first few minutes and then proceed with the remaining lecture.
- j) Cultivate suitable techniques (say, humour) in the lecture, to break the monotony.
- k) Practice/ rehearse the lecture well before going to the class.
- l) Use PPT, Models, etc., as teaching aids.
- m) Encourage students asking doubts/ questions.
- n) Assess the comprehension by students and adjust the teaching pace appropriately.
- o) Take care of academically backward students and pay special attention to their needs. Remedial classes should be arranged to improve their understanding of the topics they find difficult.
- p) Conduct regular tutorials in problem oriented subject by handing over to the students the tutorial problems at least a week in advance.
- q) Interact with the class coordinator or counsellor and inform them about the habitual absentees, academically backward student, objectionable behaviour, etc.
- r) Aim for 100% pass results in their subjects and work accordingly.
- s) Regularly visit library and read the latest journals/ magazines of their domain and keep them abreast of latest advancements.
- t) Make oneself available for doubt clearance.
- u) Motivate the students and bring out the creativity/ originality in the students.

Laboratory

All Faculty members should:

- a) Perform all experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- b) Design and give students additional experiments to students whenever possible
- c) Verify the laboratory observations/ records immediately after the experiment.

Tests/ Examinations

All Faculty members should:

- a) Prepare the detailed answer and marking scheme and submit to HoD for approval while at the time of assessing examination papers.
- b) Be highly vigilant during invigilation duty and watch closely so that nobody commits any malpractice during the exam/ test.
- c) Report to concerned authorities whenever they notice any malpractice.
- d) Correct all test papers within three days from the date of examination and marks submitted to the HoD.
- e) Be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department/ college.

10. Student – Faculty Rapport

All Faculty members should:

- a) Dress and conduct in such a way to ensure that proper decorum is maintained between the students and teachers.
- b) Have good control over students both within and outside class.
- c) As soon as a faculty member enters the class, he/ she should take attendance. If any student enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the students through personal counselling and if it does not bring any change the students must be directed to meet the class co-coordinator/ HoD.
- d) Faculty member should act with tact and deal with insubordination by students maturely.
- e) Faculty member should be strict but not harsh. Never use harsh words, which would hurt the self-respect of students.

11. Increment forfeiture

Faculty is liable to forfeit their salary increment if a faculty:

- a) Fails to make themselves available for college programs.
- b) Is habitually late.
- c) Takes unsanctioned leave or takes leave very often.
- d) Faculty's work is sloppy or is not finished in time.
- e) Is involved in insubordination or remains defiant.
- f) Fails to show any improvement in content development.

In all matters, the decision of the management will be final.

12. Incentive Schemes for Faculty

To ensure a smooth, effective and efficient functioning of the Institute system, the following facilities, awards, promotions and incentives are given to the faculty:

Quality Improvement Programme (QIP)

As per the conscious policy of encouraging the teachers for acquiring higher qualification through QIP, the Institute has a liberal policy of deputing the faculty for Ph.D. Programs.

A candidate must be in a position to work as a full time teacher while pursuing their PhD degree. To do so PHCET will only let current faculty members register for a PhD from local universities such as Mumbai University, Pune University, IIT Bombay, and VJTI. The faculty must take special permission if they wish to pursue a PhD from any other university.

Career Advancement Scheme (CAS)

In addition to the selection of the faculty members to the post of Assistant Professor, Associate Professor and Professor against the sanctioned posts, the Institute also gives promotions to deserving faculty members to the said posts under Career Advancement Scheme (CAS) as per AICTE and State Government Norms.

Deputation for STTPs/ Training Programs

The Institute deposes faculty members for short-term training programs (STTPs), Continuing Education Programs (CEPs) and summer/winter schools sponsored by AICTE/ISTE and other agencies. While the newly appointed teachers are deputed for Orientation Programs, the other teachers are encouraged to undergo Refresher Courses.

The Institute also conducts in-house training programs for the benefit of faculty and staff every year. It is worth mentioning that special training programs are designed and conducted for all supporting staff.

Constant encouragement is also given to the faculty members for publication of papers in journals and conferences. A liberal financial and administrative support is provided for this purpose. As a result, numerous faculty members have presented their papers in the conferences held in India and abroad.

Travel grant scheme for presenting research papers in international conferences abroad

Faculty development is one of the important components. This activity envisages development of faculty through training programs, seminars, conferences, symposia, workshops, fellowships, etc. As a part of faculty development activity, the faculty members expected to present their research papers in conference abroad so that they get international exposure and develop interaction with the peer groups working in similar research areas abroad. This also benefits faculty member for their research activities in the long run.

As per existing travel grant rule of the institution a faculty member is entitled for round trip airfare and full registration fee for presenting a paper in an international conference abroad. The faculty member is supposed to claim the other allowance, local travel expenses, etc. From agencies like AICTE/DST through their "Travel Grant" schemes. But the process of putting up the claims under such schemes is cumbersome and time-consuming. Hence, faculty members are reluctant to apply for such schemes. As a result the faculty members scarcely attend international conferences abroad. They, thus, are deprived of the opportunity of international exposure and interaction, which is so vital for their development. Taking into consideration the above facts the management provides the financial assistance for following expenditure so as to encourage the faculty to attend seminar, workshops etc.

- To-and-fro airfare (economy class) by Air India
- Full Registration Fees
- Local Travel by rail/road so as to reach the destination
- Per Diem allowance for conference duration plus two days. The rates would be as per the prevailing Govt. of India rules.

In house training program for faculty

The Institute has also conducted in-house training programs for the benefit of faculty and staff in the last 3 years. The details of the in-house training programs are documented.

Research

One of the most important aspects of an Assistant Professor's career is to perform research within the field of study being taught. As with other aspects of the position, the exact nature of the

research will depend on the subject itself. For example, a Professor of Chemistry will perform the majority of work in a laboratory while an English Professor will study manuscripts and perhaps archival material.

Documentation and Writing

Once research is completed on a particular subject, the Professor is to document important findings in the form of a scholarly article as per relevant standards.

Scholarly Publication

Faculty members are expected to publish at least one research article per year in any international journal of repute.

Teaching Preparation

At this level of teaching, assistant professors must design their own syllabus, which will include a reading list or textbook picked by the professor and additional learning materials relevant to the course, such as documentaries, computer programs, or laboratory setups.

Lectures

Depending on the subject, a professor will either prepare or give a lecture complementary to the written course material or may facilitate discussion or other class participation. While lecturing is just a fraction of what a professor does, this portion must be done in a way that ensures students gain a clear understanding of what to take from the readings, exercises, and course as a whole.

Code of ethics for research faculty

Faculty and staff of PHCET are expected to abide by the following code of ethics whilst executing their duties at PHCET

1. Trust: Faculty are expected at all times to evolve an atmosphere of sincerity and the currency of trust in the scientific work they present to the college and to the community in general.
 - a. This trust may be established by truthfully representing data facts and figures without bias.
 - b. Interpreting what is known and accepting the unknown without fictionalizing it.
 - c. Respect for informed consent whilst quoting someone else's work.
2. Professional integrity and scientific responsibility
 - a. Whilst presenting work done every researcher at PHCET is expected to do a thorough pre-literature search of both patents and publications and build up and add on existing knowledge. This is done to avoid duplication and encroachment of other person's contribution.
 - b. All PHCET employees are expected to present THEIR OWN ACTUAL official CONTRIBUTIONS in the form of written oral and electronic communications and refrain from copying or infringing on other individuals or organizational work except for the purpose of recognized referencing or local non-commercial educational purposes.

3. Social responsibility : Respect for people's rights and dignity
 - a. Whilst representing facts or interpreting results PHCET personnel in particular would follow the guideline of refraining from uttering harmful truths which might incite and hurt religious and social sentiments.

Committee Membership

This is an aspect of professional service to the university department that professors must take part in and though many universities will encourage assistant professors to focus less on professional service work and more on research in the beginning, doing some service will still be an asset to tenure consideration. Professors may sit for scholarship, department funding, or publication committees among others.

With the combination of creative research, autonomous teaching ability, and the chance to be involved in various administrative functions, the career of an assistant professor is one that can be very interesting. Along with the flexibility comes a unique workload reserved for those truly dedicated to a rich life of intellectual growth and service.

13. Life and Culture at PHCET-Overview

The Pillai HOC Campus is one of the Asia's largest Educational Campuses situated in the catchment area of upcoming Mumbai International Airport and in the hinterland and heart of the largest Chemical Engineering industrial belt in Rasayani. It has one and a half million square feet constructed area on 14 acres of sprawling lush greenery. First of its kind, it is an Institution built in partnership with HOCL, a Govt. of India Enterprise.

All the laboratories are air-conditioned and fitted with modern education equipment and designed with specially chosen architectural materials and ideas to create beautiful ambience. PHCET is equipped with separate rooms for students-faculty interaction and case study discussions. The curriculum focuses on the contemporary needs of the corporate sector while pedagogy focuses on developing knowledge and skills through classroom discussions, case studies, projects, internship programs and extracurricular activities.

14. Sports and Recreation

At PHCET our major expertise is absorbed in inculcating in students the love of engineering and a yearning to excel in life. And in this process the faculty also gets a chance to get involved into events and programs either through participation or while facilitating and monitoring the events. Owing to this, a major portion of our faculty is channelized towards focussed efforts and team work to excel in an overall development. Faculty too get an opportunity to showcase their talent by participating in various social and cultural activities. The objective is to foster leadership and nation building traits in them. All sports facilities in the campus is made available to the faculty as well.

Gym

The Institute's gym is equipped with facilities like treadmills, cross-trainer, recumbent bike, abdominal machine, dumbbells and gravity expansion.

International Yoga Day

International Day of Yoga, 21 June is celebrated in PHCET every year. Speeches, meditation and Yogasanas are demonstrated to increase awareness and appreciation amongst faculty and students to enable them to become mentally strong to compete for the future challenges.

Women's Day

International Women's day is celebrated on 8th of March every year in the college through PHCET Women Cell. All women at PHCET get together, share their experiences, make presentations, play games and enrich themselves during the day.

Engineers' Day

Engineering Community across India celebrates Engineers' Day on September 15 every year as a tribute to the greatest Indian Engineer Bharat Ratna Mokshagundam Visvesvaraya. At PHCET, students of all the departments present programmes of the achievements and contributions of engineers to Indian Society.

Industrial visit

Industrial visits are arranged on a regular basis to relevant industries to expose the students to the real world of application. Industrial Tour is also arranged by every Department. This provides an opportunity to the students to network, understand and appreciate the applications of theoretical knowledge which they have gathered in the classroom.

Community Service

The activity of community service has been introduced with the intent to develop in students the act of compassion associated with service to a needy community. When a student of PHCET volunteers, he or/she tends to empathize the difficulties of different sections of Indian society by spending time with kids of the orphanage, old age homes and by distributing food, clothing or study materials to the less privileged members of our neighbourhood. It's our intention to enable the development of a holistic thinking phenomenon in the minds of the student.

15. Institute Facilities

PHCET is keen on bringing about a holistic growth and development of our Human resources too. All possible guidance and facility is meted out to our faculty to render them the best of ambience for self-development and advancement to aid them in their profession.

Health – Wellness Program

The Institute's gym is equipped with facilities like treadmills, cross-trainer, recumbent bike, abdominal machine, dumbbells and gravity expansion. College conducts yoga and meditation programmes on every week for faculty and staff members.

Vehicle Parking

All Institute vehicles of transport are parked in the premises of the campus. Private vehicles of staff and students are parked inside the campus ensuring safety.

Transport Facility

Bus facility is available for the students and staff from Panvel, Kamothe, Kalamboli, Kharghar, Karjat, Khopoli, Uran, Poynad/ Pezari, Pen and Alibag on all working days.

Canteen Facility

College has a spacious canteen in the campus offering all range of healthy and tasty food at a reasonable price. It is taken care to provide nutritious and hygienic food.

Provident Fund

PHCET employees are covered under employee provident fund act.

Banking

The bankers are M/S Syndicate Bank, Khaire, Patalganga. All the members avail net banking facility and use it for all online transactions.

Vacations

University allots vacation in summer for 40 days and Winter 30 days.

All faculty members are requested to note that Vacation is not a holiday. In academics, vacation is given to help the faculty members to do Research/Upgrade their Technical etc. Every faculty member is entitled of 28 days in summer and 21 days in winter. The remaining vacation is converted in to EL as per University of Mumbai norms.

Medical Facilities

We have a doctor on call that is readily available in case of an emergency.

Psychology Counsellor is also available in the campus.

Safety Undertakings

1. Fire Extinguishers on all the floors and in every laboratory.
2. Emergency exits
3. First aid box
4. Emergency alarms in the elevators
5. Security guards at the entrance, parking area, and at all the exit gates.

16. Library

PHCET Library serves the information needs of the faculty, research scholars and the students. The library is fully automated using Koha Library Management Software. All the books are bar-coded in the library and laser scanners are used in the circulation counter for book transactions. 6533 electronic Journals are available including IEEE, ASCE, ASME, J-Gate, K-Hub virtual library, etc., 113 print journals and magazines, 2094 e-books, and 994 videos and web courses are in the library to cater to the knowledge needs of the college effectively.

17. Institution Contact Details**Pillai HOC College of Engineering and Technology**

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