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# AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

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## Institutional Perspective Plan

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**Vision:** To become a pioneer academic institute striving for global excellence in cohesion with local wisdom

**Mission:** To create a learning environment driven by research and development that provides equal opportunity to all the stakeholders

**Objective:** To spread education through establishing, maintaining, running, and developing architecture, art, and design institutions of great repute in India and abroad

**Implementation Strategies:** Institutional Vision and Leadership Governing Council made up of experts from various fields, including architects/designers, academicians, educators, lawyers, artists, etc., so that the approach remains well rounded and the Institute grows in the right direction. As of now, the institute engages a number of mentors who are senior professionals and experts in the field who are involved with all aspects of academics and administration.

**Performance Indicators:** The mentors review the various curricular, co-curricular and extra-curricular policies from time to time and identify the modifications that need to be made to achieve the set objectives. They guide and train the faculty through discussions at both group and individual level. All the stakeholders, including students, faculty, and administrative staff, are consulted in the decision-making process at various levels and stages. Different hierarchies and levels of communication and decision-making are established and followed diligently.

### Effective Functioning of Institutional Bodies:

**Clear Roles and Responsibilities:** Smooth functioning and management of an institute depend upon the participation of all stakeholders. At Aayojan, participation and decentralization are the key basis of all institutional practices, whether academic or non-academic.

**Efficient Decision-Making:** The management of SEDRAA, along with the group of appointed mentors and principals, makes the policy decisions. These are then conveyed to all stakeholders via discussions and interactions.

**Accountability:** The principal leads the institute based on these policies and guidelines. For effective functioning, two separate hierarchies are established for academic and non-academic (administration) activities. The administrative staff, including the accountant, assistant accountant, admin assistant, hostel wardens, and office assistants, reports to the administrative officer, who in turn reports to the principal.



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**Collaboration:** A senior faculty member is involved in these administrative activities, and he/she supports the administrative officer in all aspects related to academic administration as well as infrastructure. Also, for Academic Activities a hierarchy is established as follows: Principal & Director, Dean, Year Coordinators, Class Coordinators, Course coordinators/Teachers and Class representatives, apart from the designated in-charges for various other activities. Decisions are made and conveyed through group meetings at various levels, formally & informally. This hierarchy also helps in the identification and quick redressal of issues and problems related to Academics or otherwise. The school has an exam Department with a Senior Faculty appointed as Controller of Examination (CoE) to look after the smooth conduct of university exams.

**Efficient Administrative Structure:** The organogram facilitates smooth operations.

**Fair and Transparent Appointments:** Hiring processes are unbiased and merit-based in the presence of a COA representative.

**Clear Service Rules:** Employee rights and responsibilities are well-defined in the Aayojan Service Rule Handbook.

**Standardized Procedures:** Operational processes are documented and followed consistently.