



MARATHWADA MITRAMANDAL'S COLLEGE OF ARCHITECTURE

STUDENT'S HANDBOOK



THE STUDENTS ARE THE MOST IMPORTANT ASSET OF MMCOA AND IT IS FOR THEM THAT THIS HANDBOOK WAS CONCEIVED. ARCHITECTURAL COURSE NEEDS TO ACCOMMODATE THE CHALLENGES OF CHANGE, AND OFFER GLOBAL OPPORTUNITIES TO THE LEARNER. THIS HANDBOOK OFFERS A FLEXIBLE USER OPPORTUNITY TO STUDENTS.



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1. POLICIES, PROCEDURES & GUIDELINES

1.1 INTRODUCTION

This is the official undergraduate handbook for Marathwada Mitramandal's College of Architecture (MMCOA)

The handbook contains useful information on the Policies, Regulations, Organizational structure, Academic policies, Student services and Other Information for students of the College.

1.2 VISION

“Welfare of the society by inspiring today's youth to contribute through excellence in architecture and technology, as knowledgeable professionals.”

MISSION

- ❖ Sensitize young talent to address societal concerns by creating opportunities for learning.
- ❖ Follow quest for excellence through Research and Academics.
- ❖ Accentuate the legacy of ethics and values through architectural studies

1.3 MARATHWADA MITRA MANDAL

The urge to help Marathwada grow and prosper, created a society with the objective that facilitated the stay of the regional students by providing hostel or similar accommodation in Pune. The trust "Marathwada Mitra Mandal, Pune" was established in 1967 by Hon. Late Shankarraoji Chavan, Former Home Minister, Govt. of India as the "Founder Member and President". Hon. Late Vilasraoji Deshmukh, Minister of Science and Technology and Minister of Earth Sciences, Government of India was the President; heading the Board and the advisory panel. Presently Principal, Dr. B. G. Jadhav Executive President, Hon. Shri Shivajirao Ganage, an industrialist, is the President of the Executive Committee of Marathwada Mitra Mandal.

MMCOA

Marathwada Mitramandal's College of Architecture is the first unaided, well established and most prestigious private institute of architecture in Maharashtra established in 1985. MMCOA is affiliated to Savitribai Phule Pune University (SPPU) and is recognized by Council of Architecture (COA) and All India Council for Technical Education (AICTE). Along with the focus on core academics, college also takes care of overall personality development of the students. The college has an active research and Design cell, Placement cell, etc. The students are motivated to actively participate in co-curricular and extra-curricular activities. The aim is to broaden the horizon of Architectural Education and provides a fair chance to every single learner to exhibit their talent

1.4 NOTICE OF NONDISCRIMINATION

MMCOA, in compliance with Education Amendments of 1972, does NOT discriminate on the basis of gender in its education programs and activities. Any Inquiries concerning this can be forwarded to the” **GRIEVANCE REDRESSAL COMMITTEE.**”

1.5 ADDRESSES AND PHONE NUMBERS

MMCOA Administrative Office

Address:

302/A, Deccan Gymkhana, Off F.C. Road, Pune, Maharashtra 411004

Contact. No. 020 2565 2689,25655599

Emergency Numbers

Fire.....101

Police.....100

Ambulance.....102

Nearby Medical Resources

JOSHI HOSPITAL:

Address: 778, Shivaji Nagar, Opposite Kamala Nehru Park, Pune – 411004

Tel. No : 41096666, 25676861, 25672563/64/66,

Fax:91-020-25651602

E-mail : joshi@mmfhospitals.in

SAHYADRI HOSPITAL:

Address: Plot No. 30-C, Erandvane, Karve Rd, Deccan Gymkhana, Pune, Maharashtra 411004

Open for 24 hrs. Contact No. 020 6721 3000

1.6 FEES PAYMENT

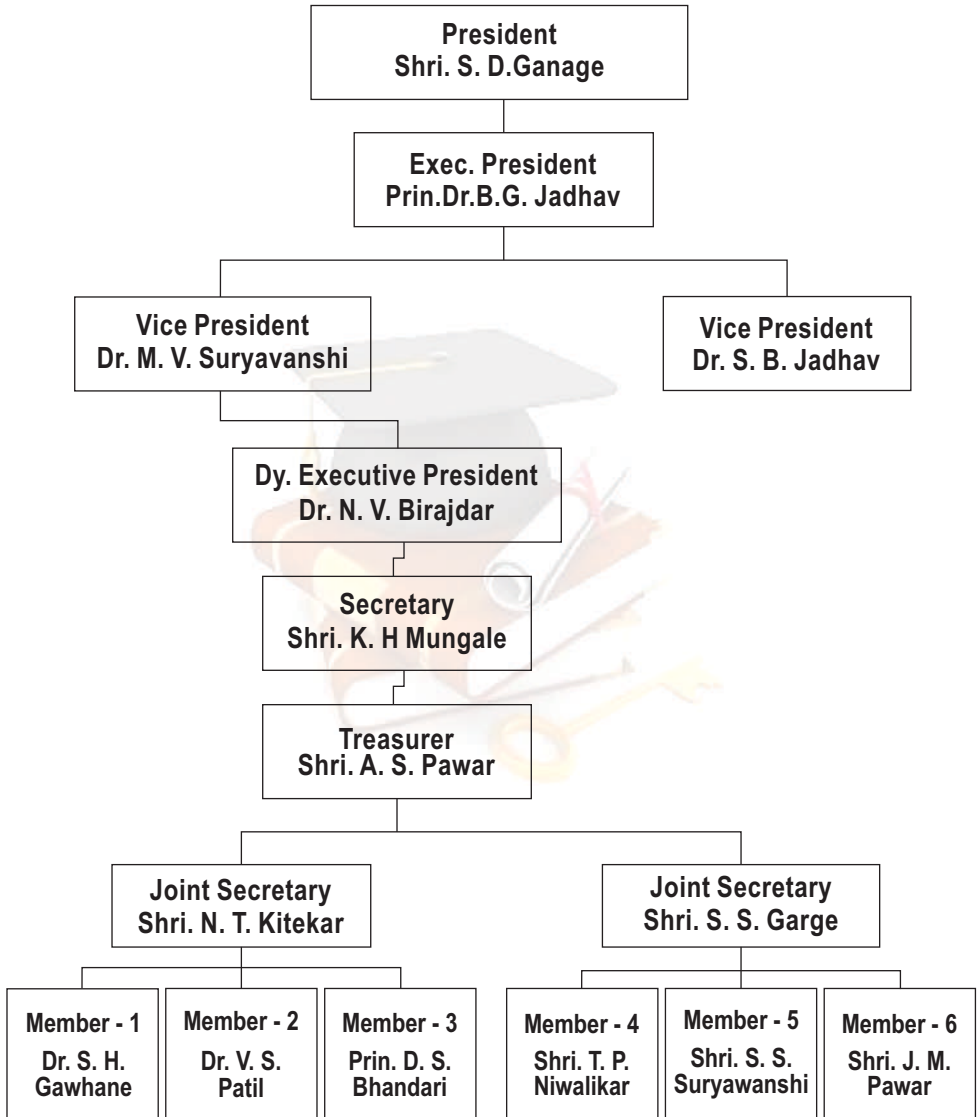
It is mandatory for students to pay their fees as applicable to them for the academic year as per the rules of Shikshan Shulka Samiti

1.7 FEES FOR OUT STATION STUDY TOURS AND INDUSTRY VISIT:

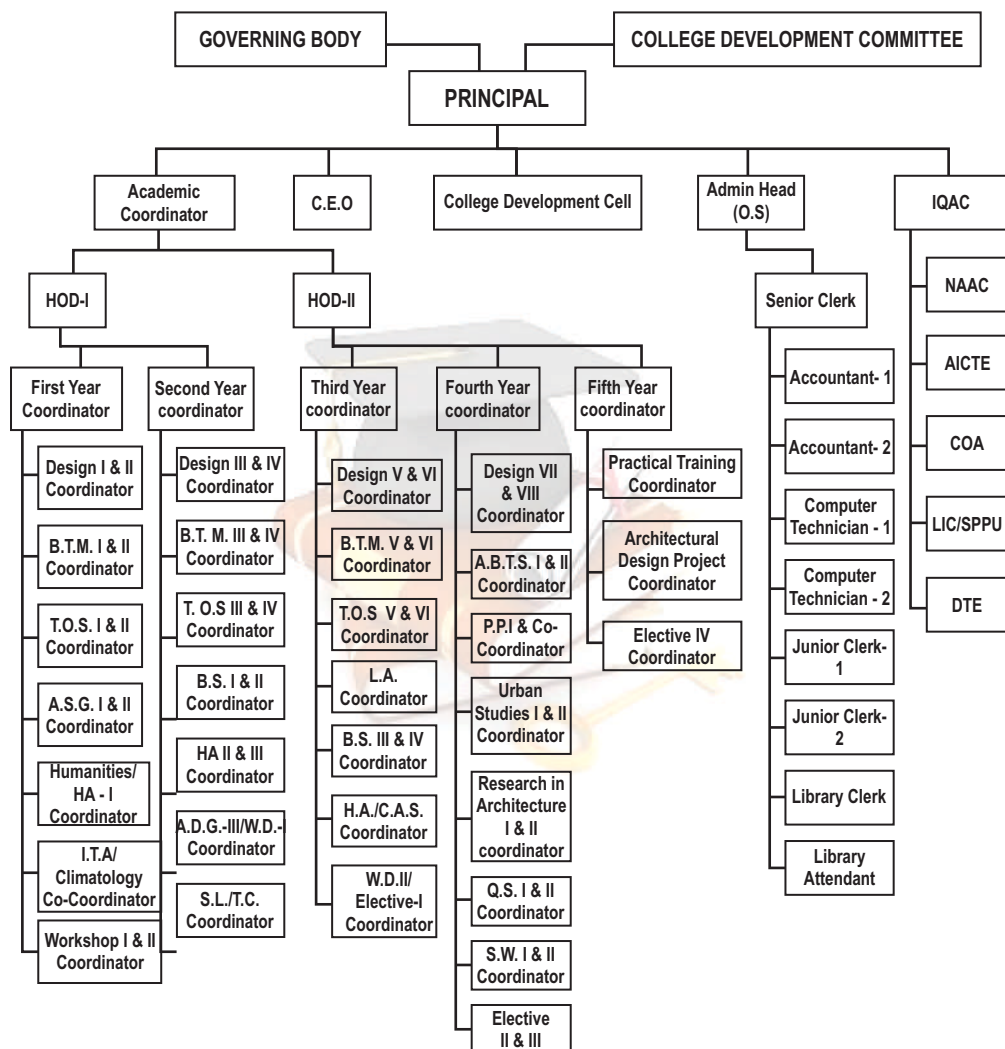
Fees for outstation Study Tours and Site Visits shall be charged AT Actuals, separately and shall be communicated to the students.

2. ORGANIZATIONAL STRUCTURE

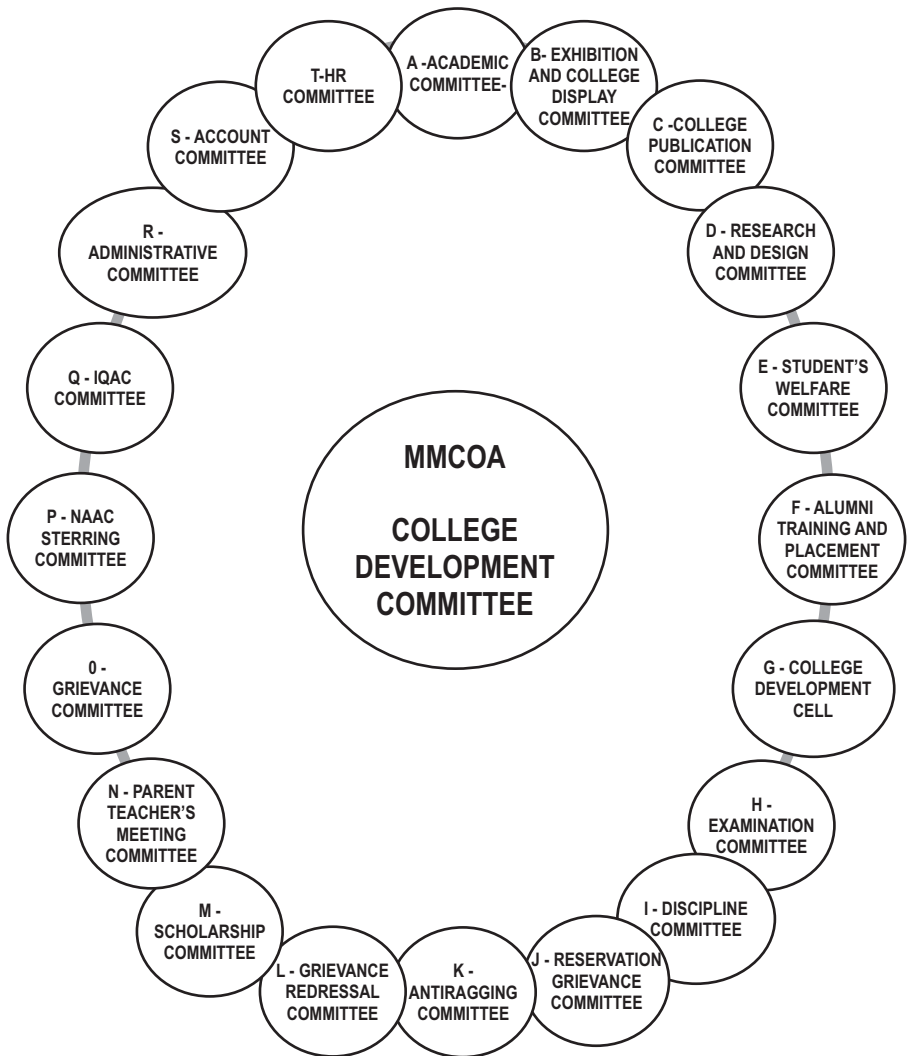
2.1 MMM ORGANIZATIONAL STRUCTURE



2.2 MMCOA ORGANIZATIONAL STRUCTURE



2.3 COLLEGE COMMITTEES



3. STUDENTS RECORD POLICY

3.1 DEFINITIONS

The following terms are necessary for discussing MMCOA's policy on student records:

Student: Any bonafied student with a confirmed admission, who is attending or has attended MMCOA College.

Staff Member: Any full-time faculty member; any member of the teaching staff; any member of the administrative staff, who has received Approval from Central Office.

Educational Records: any record (in handwriting, print, tape, film, digital, or other medium) maintained by MMCOA College or its agent which is directly related to a student except:

- Administration office keeps the personal records of the students
- An alumni record which contains information about a student after graduating from MMCOA

3.2 PROCEDURE TO INSPECT PERSONAL RECORDS

Students may review their educational records upon request.

They should submit the requisition form to the Office. The Office will access the record and notify the students.

The student shall review only the records relating to him/her.

3.3 RIGHT TO REQUEST AMENDMENT OF PERSONAL RECORDS

Students may request that their education records be amended if they believe them to be inaccurate. A student who wishes to ask to amend a record should do so in writing by filling the form (refer chapter 6/7) and submit it to the College Administrative office.

3.4 REFUSAL TO PROVIDE COPIES

MMCOA reserves the right to deny transcripts or copies of records not required to be made available in any of the following situations:

- The student has an unpaid financial obligation to MMCOA
- There is an unresolved disciplinary action against the student.
- Any other reason that management deems fit.

3.5 FEES FOR COPIES OF RECORDS

The fee for copies will be charged separately and additionally.

3.6 TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATIONAL RECORDS

Stated below is a list of the various types of records that MMCOA maintains, their locations, and their custodians.

- **ADMISSIONS RECORDS**
- **ACADEMIC RECORDS**
- **FINANCIAL AID RECORDS**
- **TRANSCRIPT RECORDS**
- **ARE HELD IN THE MMCOA ADMINISTRATION OFFICE**
- **EXAMINATION RECORDS:** All forms, Insem papers and SPPU papers held in the MMCOA Administrative Office for a maximum period of 3 yrs.
- **EXAMINATION RESULT RECORD:** Copies of SSPU results is held in the MMCOA Administration Office.

3.7 DIRECTORY INFORMATION

MMCOA designates the following items as directory information:

- 1. STUDENT NAME**
- 2. ADDRESS**
- 3. TELEPHONE NUMBER**
- 4. DATE AND PLACE OF BIRTH**
- 5. MAJOR FIELD OF STUDY**
- 6. PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS**
- 7. WEIGHT AND HEIGHT OF MEMBERS OF ATHLETICS TEAMS**
- 8. DATES OF ATTENDANCE**
- 9. DEGREES AND AWARDS RECEIVED**
- 10. MOST RECENT PREVIOUS SCHOOL ATTENDED**
- 11. PHOTOGRAPHS**

MMCOA may disclose any of those items without prior written consent.

4. ACADEMIC POLICIES

4.1 ACADEMICS

The detailed rules and regulations for B.Arch. syllabus course and examinations is available on the Savitribai Phule Pune University website. Academic year 2018 -'19, and onwards 2015 syllabus pattern, for all years shall be followed.

The detailed SPPU B.Arch. syllabus 2008 and 2015 pattern is available in library in the form of hard and soft copy.

The link to download the syllabus from SSPU website is as follows:

http://www.unipune.ac.in/Syllabi_PDF/revised-2015/engineering/BArch-course-structure-and-rules-28-4-15.pdf

http://www.unipune.ac.in/Syllabi_PDF/revised-2015/engineering/first-year-BArch-28-4-15.pdf

http://www.unipune.ac.in/Syllabi_PDF/revised-2015/engineering/Second-Year-BArch-28-4-15.pdf

As per the University guidelines, the course is structured upon the Credit System Based Assessment. In-Semester and End-semester assessment is introduced for theory paper subjects and at end of the semester, sessional assessment is done for studio based subjects.

The entire 5 years course has been divided into 10 semesters.

Given below are the main contents of the course structure and syllabus as mentioned in the SPPU website-

i. Scheme of Assessment

ii. Granting of Term.

iii. Credit System

iv. Prerequisites for Admission to Higher Classes

v. Rules of Passing

vi. Rules of A.T.K.T

4.2 GRADES AND GRADE POINTS

(Refer rule, of SPPU Syllabus Course Structure)

A grade assigned to each head based upon marks obtained by the student in examination of the course.

Table 1

**GRADING SYSTEM FOR PASSING HEADS and AGGREGATE
(theory / sessional / sessional-viva)**

Grade	Grade Points	% of marks Obtained	Remarks
O	10	90-100	Outstanding
A	9	80-89	Very Good
B	8	70-79	Good
C	7	60-69	Fair
D	6	50-59	Average
F	0	Below 50	Fail

4.3 STUDENTS CODE OF CONDUCT

ATTENDANCE & DETENTION CUM GRANTING OF TERM:

1. Overall attendance will be taken at 07:45 AM by the class coordinator.
2. Any student arriving after 08:00 A.M. will be losing his morning attendance.
3. The students is bound by the SPPU attendance rules.
 - a) Once the students give attendance they will not be permitted to leave the college campus between college working hours. The college will not be responsible for any mishap in or outside the campus during or after college hours.
 - b) Absenteeism includes medical reason (with medical certificate), family commitments (with prior written permission) and any other activities beyond the academic purview should be notified to class coordinator in writing.
 - c) Students going for NASA, Seminars, Sports and other academic activities will be considered for relaxation of attendance provided they are granted prior official permission, however only those students who maintain a good academic and attendance record will be given preference for such activities.
4. In case the student is absent, Parents should communicate to the college/ respective class coordinators on college mail ID. No Phone calls from the parents shall be entertained, unless it's an emergency.
6. Parents, if they want to meet the faculty should come during college hours with prior permission and appointment through mail.
7. Parents /students need to e-mail for any enquiry or request during college/ office working hours only.

INTERNAL ASSESSMENT

1. All submissions are to be submitted on the scheduled day & time as communicated by the respective subject coordinator.
2. If the student fails to submit their academic work as per scheduled date then it will be marked LATE and the marks shall be deducted as per college marking policy.
3. In case the student fails to appear for the class tests / time bound assignments conducted he/she may lose complete marks for the test.

ACADEMIC REVIEW:

1. Attendance and Academic progress review of the defaulter students is communicated to the Parents in fourth, eighth and twelfth week. Parents will have to meet the respective Year coordinators for remedial measures if any.
2. Percentage of attendance will be considered for final marking.
3. Parents should acknowledge the receipt of the report.
4. College retains the right to document the academic work done by the students.
5. Parents are expected to attend the parent teachers meeting as per the communication by the college.

STUDIO WORKING:

1. The students are expected to work in the studios and finish their assignments during the studio hours. The faculty sign on studio work sheets or report is mandatory.
2. Student is expected to carry all drafting equipment & necessary stationery, as their responsibility.
3. During all studio classes (e.g. DESIGN, BTM and ADG) attendance will be counted from beginning to the end of the studio hours.
4. Each portfolio, journal, file must bear the name, year, roll no, exam no, date / academic session & subject name, and must be submitted in the specified format intimated by the respective subject coordinators.

SITE VISITS:

1. The institute conducts site visits from time to time which are compulsory for all the students and attendance for the visit shall be strictly monitored.
2. It is mandatory for all parents to Sign and submit the Undertaking form for all Study tours/site visits.
3. Students are expected to carry all relevant drawings / data, stationery, equipment etc. to the site as per the orientation lecture given by concerned faculty.

4. Students are expected to do self study of the subject, before the site visit and submit a site visit report for the same.
5. Transport arrangement for the visit is entirely the student's responsibility. The institute /faculty may help as & when required the college will not be responsible for any mishap.

STUDY TOURS:

1. "Settlement Study" tours for respective years are conducted from time to time and are compulsory for all the students.
2. Each study tour is formulated in advance and is related to the academic curriculum of respective year. Studies conducted during the tours are to be submitted as a comprehensive study tour report which is assessed as a part of Sessional work.
3. Each study tour will be accompanied by faculty member / members of the related subject, and will help & guide the students in conducting the studies & preparation of the tour report.
4. Students must carry all relevant drawings / data, stationery, equipment etc. for the study tour as per the orientation lecture given by the concerned faculty member / members about the topic, content, purpose of the study tour.
5. Students with any medical problems should travel at their own risk and submit consent letter from parents in the office

NASA (National Association of Students of Architecture):

1. NASA is a co curricular activity conducted at National Level. Participation of students in the activities of National Association of Students of Architecture adds to the academic excellence of the students.
2. Delegates to NASA will be limited in number and will be selected by the Head of the Department and Principal based on criteria of academic performance, attendance, and interest taken in NASA activities etc.
3. Consent letters from parents should be submitted to the office by the mentioned date as and when applicable.

4.4 VACATION

Students must complete class requirements before a vacation period begins. The vacation schedule shall be informed to students from time to time.

4.5 MEDICAL LEAVE:

In case of prolonged absence due to medical reasons the student needs to submit a medical certificate (from a certified medical practioner preferably MBBS) with parents request letter to the HOD and discuss the same with his/her mentor and class teacher.

4.6 MENTORING

MMCOA places a priority on effective advising. Academic advising helps students to successfully complete a degree and create a meaningful relationship with the college. It is practiced primarily through direct and purposeful interactions with fulltime faculty. A full time Professional Student Counsellor is available in college premises to discuss any issues pertaining to students.

MENTORS and MENTEES work together to discuss issues related to academics and any other issues. All students are assigned a Faculty mentor who guides the student throughout his/her 5yr course.

Academic advising occurs formally and informally throughout a student's academic period.

4.7 GRIEVANCE

Grievances the student may appeal in writing to the Grievance Redressal committee and submit in the “Grievance Redressal suggestion” box, and “Women's Grievance Redressal Suggestion” Box installed in office.

4.8 ACADEMIC ETHICS

Faculty members will notify the students of their expectations regarding studio conduct, attendance, testing and grading.

4.9 WITHDRAWAL FROM THE COLLEGE

A student who voluntarily wishes to withdraw from the College must contact the Office to discuss further procedures.

4.10 EXAMINATION FORMATS AND ELIGIBILITY

It is the students responsibility to fill all the examination related forms and requisitions online .For all rules and regulations related to the examinations kindly access the link given below:

<http://exam.unipune.ac.in/>

5. STUDENT'S SERVICES

STUDENT CENTRIC ORGANIZATIONAL STRUCTURE

SDP - STUDENTS DEVELOPMENT PROGRAMME

Programs are organized on varied topics for overall development of student throughout the year

COLLEGE PUBLICATION COMMITTEE

Student's Magazine, Newsletter, Yearbooks ect. are published by students.

ALUMNI, TRAINING AND PLACEMENT CELL

The Alumni are actively participating in Academics and Co Academic Activities. This cell guides the students for internship and other placement related.

SAMWAD-GUEST & EXPERT LECTURES

Experts from the field are invited every week for Seminars and Guest lectures for students.

COMPETITIONS / NASA

Students are encouraged to participate in various National and Intercollegiate, Academic, Co academic and Extracurricular competitions.

REMEDIAL CLASSES

Students facing issues with academics are given remedial coaching

STUDY TOURS, SITE AND INDUSTRY VISITS

Practical experience of all Academic knowledge is a must and is addressed in the year round site visits and study tours.

GYM & SPORTS

Students are encouraged to participate in various intercollegiate sport activities

ANNUAL EXHIBITION AND CULTURALS

The Annual Exhibition is an opportunity for the students to show case their work to the public. The cultural, gives them the required platform to express other internet talents.

5.1 STUDENT CENTRIC SETUP

1. The academic mission

Student is the centre for the entire planning and functioning of the college. The college aspires to provide quality education and a wholesome learning experience to all the students and guidance in their professional life with the help of the Alumni committee, Student development programs and Incubation centre.

2. Each student is unique.

No two students come to the College with the same expectations, abilities, or life experiences. Students here are encouraged to understand and become aware of differences in race, age, gender, culture, physical ability, language, and nationality, and to grow in the loving support of others.

3. Community life helps students learn.

Through our various Social awareness programs, and deliberate weaving of course curriculum towards social issues , students are guided to be active participants and to make a difference in society.

4. Students are responsible.

The college aims to make the students responsible professionals. Learning is an active process and students learn most effectively ,when they are actively engaged in all the Academic, Co Academic and Extracurricular activities.

5.2 STUDENT LIFE

The College organizes numerous activities to complement the academic student's development programs on campus. These activities provide opportunities for skill development, build students character, inculcate ethics and values in them, teach the importance of team work, while they satisfy recreational needs.

The MMCOA, Alumni Association and various stakeholders help in organizing co-curricular activities, to complement the College's events and intercollegiate activities.

Various portfolios for students of the College are represented on the Student Welfare Committee. The Student Welfare committee is chaired by a full time Faculty appointed by the Principal and the Students Council members who are elected through open house elections.

For more information on a specific portfolio, contact the Students Council under the Students Welfare committee. For other questions on extracurricular programs the College offers, contact the Functional head of the Students Welfare committee.

5.3 CO-CURRICULAR PARTICIPATION

Student development programs, Workshops, seminars, social awareness programs, intercollegiate competitions, sports competitions, etc are opportunities to exercise students' creative talents. Competitive recreation for students is encouraged through Intramural and intercollegiate activities, this helps students to develop talents, discover new interests, and grow as people outside the classroom.

While the College encourages student initiative in developing new co- curricular programs, new program ideas must be presented to the Students welfare committee for approval. Any program, speaker, or presentation on campus which involves use of campus facilities must be approved and scheduled by contacting the Office Superintendent. Students and student groups in any way organized by or representing the College must obtain the approval of the Principal.

The College views academics and the development of The Students as top priorities that deserve undivided attention. Eligibility for participation in co-curricular activities sponsored by the college (e.g. Samwad, exhibitions, publications, etc) requires maintaining the required grade point average and 75% attendance for all subjects offered in curriculum. ***Students found defaulters by the discipline committee may be declared ineligible for co-curricular activities.***

5.4 STUDENT GOVERNANCE

The Student Association is comprised of Students who have been elected by the student body to serve as representatives to the administration, to manage student activity money, and to plan and coordinate various College activities and student sponsored co-curricular life. It is also a clearing house for students' suggestions, aimed at improving campus life. The President, and Secretary and other office bearers of Student Association, serves as the liaison between students and the administration.

Following committees have student members:

- Academic Committee
- Exhibition and College Display committee
- Student Welfare Committee
- College Publication Committee
- Antiragging Committee
- Grievance Redressal committee
- Women's Grievance Committee
- Research and Design Committee

Student ideas and concerns can be voiced through student representatives.



5.5 STUDENTS SUPPORT AND PROGRESSION

Students' experiences at MMCOA can be among the most enjoyable and rewarding of their lives. It is common for students to have concerns with relationship difficulties, academic expectations, time management, test anxiety, life planning, and Feelings of depression. MMCOA gives students the chance to discuss important issues, with not only faculty mentors but also one-on-one with a Professional Counselor in a comfortable, confidential setting. Adjusting to college life also comes with challenges. Personal counselling is provided for Developmental issues and problems that can be resolved within a few meetings.

Counseling appointments should be made by the Students directly with the counselor in the scheduled day and time as intimated on the notice put in Administration Office.

POLICY AGAINST HARASSMENT AND DISCRIMINATION

Discrimination or harassment based upon one's race, color, religion, national origin, gender identity, sexual identity, age, genetic information, veteran

status, or disability as defined in this policy and as otherwise prohibited by state is prohibited at the College.

To address these following committees have been set **Women's grievance committee or Grievance Redressal committee.**

Students should show a regard for the needs and feelings of others. This code of conduct is, not to restrict a student's freedom, but to create a comfortable, quiet, and safe community that supports the pursuit of academic and personal goals. A secondary focus of regulating campus conduct is to educate students to be fully functioning and responsible members of a community.

Students are encouraged to assume personal responsibility for their actions.

Each student shall be responsible for adhering to the Code of Conduct from application for admission through the actual awarding of a degree, even though the prohibited conduct may occur outside of the normal academic year or during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Code of Conduct shall apply to a student's conduct even if the student withdraws from the College while a disciplinary matter is pending.

ALCOHOLIC BEVERAGES & DRUGS

No alcoholic beverages, illegal or intoxicating drugs, or non-prescribed narcotics of any kind are to be found on MMCOA Campus, or at College-sponsored student events, regardless of whether or not you are 21 years of age, whether the events are held on or off campus, and/or whether the events involve domestic or international Travel, Site visits, Study tours etc.

During any college activity/ event if any student is found having consumed alcohol he/she shall face disciplinary action.

SMOKING & TOBACCO

Each person has the right to choose whether or not to use tobacco products. While the choice NOT to use these products is the healthiest one it is the responsibility of the College to ensure a healthy living environment for all students, staff, and faculty. In view of health issues associated with this,

MMCOA DOES NOT ALLOW the use of tobacco products (including, but not limited to, chewing tobacco products, e-cigars/cigarettes, hookahs, or other such smoking paraphernalia) inside or near any of the buildings, or on any college events. Smoking paraphernalia is not allowed on MMCOA campus at all times.

MMCOA DOES NOT ALLOW the use of tobacco products within any campus area and /or in the events held on or off campus, and/or whether the events involve domestic or international Travel, Site visits, Study tours etc.

GROUP AFFILIATION

While the College encourages the involvement of its students in organizations, affiliation with a group that society would refer to as a “gang” is prohibited. Members of the College community or guests/visitors thereof are prohibited from gang involvement and the wearing of gang clothing.

5.6 SOCIAL MEDIA/INTERNET

Students are advised to be aware that the information they post/share online becomes public information that may be viewed by their relatives, faculty, future employers, etc.

If the College receives information via social media/internet that the law or College policy has been violated by a student, such allegations will be investigated. Students may be held accountable for violations of said rules and shall face consequences.

5.7 COMPUTING /NETWORK

Extending the campus internet infrastructure with hubs, switches, routers, wireless routers, or any other devices without proper consent from the concerned authority, is not permitted and is subject to investigation and penalty.

5.8 WHAT IS PROHIBITED?

1. Use Of Mobile Phones Is without commission Prohibited During Lectures And Working Studios
2. Use, distribution, or possession of any illegal drug or unauthorized controlled substance or drug
3. Using, possessing, or distributing alcoholic beverages, possession of alcohol containers.
4. Intentionally or recklessly causing physical harm to any person or one's self.

5. Intentionally or recklessly destroying or defacing College or private property.
6. Use, distribution, or possession of fireworks, explosives, or hazardous chemicals.
7. Intentionally initiating or causing any false reports of an emergency.
8. Intentionally or recklessly damaging or misusing fire safety equipment.
9. Intentionally or recklessly tampering with any campus security system.
10. Theft of property or withholding information about stolen property.
11. Harassing any member of the College community in a way that interferes with his/her personal or academic pursuits.
12. Unauthorized use, possession, or duplication of keys and/or access cards to any College premises.
13. Unauthorized soliciting on College premises.
14. The use of tobacco or tobacco products (including chewing tobacco, electronic [e-] cigars/cigarettes, hookahs, and vaporizers) is prohibited within all campus buildings
15. The College prohibits gambling or any form of illegal wagering, bookmaking, or unauthorized games or contests of chance on College premises or at College-sponsored activities,
16. Furnishing false information to any College official, faculty member, or Office; furnishing false information in any College application or agreement that is required by the College no matter the time of discovery or knowingly bringing false charges against a student, faculty, or staff member.
17. Failure to comply with the directions of a College official acting in the performance of his/her duties.
18. Trespassing, or the unauthorized entry into or occupation of any College room, building, courtyard, roof, or area of the campus, including such entry or occupation at any unauthorized time or any unauthorized or improper use of College property, equipment, or facilities.
19. Violation of any state, or local law.
20. Noisy or disruptive behavior that interferes with the personal or academic activities of others.
21. Throwing, dropping, or causing any object to fall from a campus building.
22. Acting as an accomplice to, or withholding information about, any person violating any law.
23. Engaging in food or beverage fights is prohibited.
24. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website and/or portal.

25. Furniture and room furnishings provided by the College may not be disassembled or moved into or out of rooms, lounges, apartments, or houses. Basements may not be used to store furniture. Students will be accountable for all furniture in the hall or studio to which they were assigned. There is CCTV Surveillance all classes studios. If found guilty the students shall face disciplinary action.
26. All electrical equipment (ICT) related to computer lab/Seminar halls/Studios, shall not be disassembled or moved in/out or to and fro from the rooms and college campus.
27. Students shall not disturb the class furniture (stools, drafting desks, chairs) and move them anywhere in campus or other studios passages etc.
28. It is the sole responsibility if the student /s to take care of lab equipment. The required equipment needs to be officially issued and returned to the college in proper condition. Damage caused shall be borne by the student/s.

5.9 CONVOCATION CEREMONY

Students are needed to fill up the convocation form after there final exam result, given below the link for the same.

http://www.unipune.ac.in/university_files/convocation.htm

Every year, MMCOA organizes the convocation ceremony as per the SPPU norms and Regulations. The degree certificate is awarded to the students at the hands of eminent guests from the field.

5.10 ALUMNI ASSOCIATION

The Alumni Association was set up with the aim to increase interaction or help to increase the interaction between the members of MMM'S COLLEGE OF ARCHITECTURE, ALUMNI ASSOCIATION, Pune and present students undergoing education in the college.

The association shall assist in the organization of lectures, seminars, refresher's and to encourage educational, cultural, fund raising, sports and other activities.

6. TEMPLATES OF VARIOUS FORMS AND FORMATS FOR STUDENT'S -1st to 5th year

6.1

MARATHWADA MITRA MANDAL'S COLLEGE OF ARCHITECTURE, PUNE	
ACADEMIC YEAR: 2018-19	YEAR: _____
EDUCATIONAL/STUDY TOUR/SITE VISIT:	
DATES: FROM _____	TO _____

To,
The Principal,
M.M. College of Architecture,
Pune - 411 004.

Respected Madam,

I, (Name) _____
student of the Marathwada Mitra Mandal's College of Architecture, studying in _____
Year, Roll No. _____ hereby undertake that while I am on academic study
tours/picnics/site visits, I shall conduct myself in a disciplined manner and shall not behave in
any way that will bring dishonor to me, my parents or my college. Especially I shall keep
away from the commonly prevalent vices nowadays among the student community.

If I fail to abide this undertaking, I shall be liable to any disciplinary action that the
tour in-charge or college authority may find fit.

I am going for the academic study tours/picnics/site visits on my own risk & I will not
hold any one responsible for any mishap.

Thanking you,
(Signature of Student) _____ (Signature of the Parent/Guardian) _____

Full Name: _____ Full Name: _____

Student Contact No: _____ Parent/Guardian Contact No: _____

1) (Residence) _____ 1) (Residence) _____

2) (Mobile No) _____ 2) (Mobile No) _____

Place: _____

Date: _____

Passport size
photo of student

Undertaking from parents during
study tours

6.2

MARATHWADA MITRA MANDAL'S COLLEGE OF ARCHITECTURE 302/A, DECCAN GYMKHANA PUNE - 411 004			
No Dues Form			
1. Student Name: _____			Date: _____
2. Date of Admission: _____			
3. B. Arch No.: _____			
4. Fifth Year Admission: _____			
5. Pass-out Year: _____			
6. Mobile No.: _____			
7. L.C. Fees & Receipt No. _____			
Sl. No.	Department	Remark	Signature
1	Library		
2	AP-II Coordinator		
3	Students Section		
4	Account		
Office Superintendent: _____			Principal: _____

No Dues form

6.3

MMCOA	
File Name	COMPLAINT/SUGGESTION FORM
Date: _____	
Course: _____	
Nature of Complaint / Suggestion (Brief explanation):- _____ _____ _____	
Name (Optional): _____	

Complaints and suggestion Form

6.4

MMCOA	
File Name	DOCUMENT ISSUE/CHANGE REQUISITION FORM
From: _____ To: _____	
Document No./Rev No. _____	
Document: _____	
Description: _____	
1. Document Change / Required: _____	
2. Reason for Requirement / Change: Sign of Applicant: _____ Date: _____	
3. Review by document preparing Authority: _____	
4. Changes if any carried out: _____	
Date of Approval: _____	
Document Approving Authority: _____	
Date of Issue of Document: _____	

Documents Issue/ Change
Requisition Form

6.5

Marathwada Mitra Mandal's
College of Architecture
B1 No. - 192 / P.N. JAMCHA / 608 / 170801
Affiliated to Pimpri Chinchwad Education Trust
Recognized by CCN, New Delhi

102 / A, Deccan Gymkhana,
Opp. P. G. Road, Near Gokuldas Institute
Pune-411 004, M. S. INDIA
Tel: (020-26220000) & 26220001
E-mail: mmmcoapune@gmail.com

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Miss / Mr:

1. _____
2. _____
3. _____
4. _____
5. _____

is / are bonafide student / students of this college studying in _____ Year B.Arch. in the academic year 20__ - 20__.

Her / His / Their topic of _____ is _____

for study in the above subject she / he / they have to collect plans / data and photographs of similar building / projects. You are requested to kindly help her / him / them for her / his / their study. I assure you that information so collected will be strictly used for academic purpose only.

Date: _____
Place: _____

Principal
M. M. College of Architecture
Pune-411 004

Permission Form For Site Visit

6.6

MARATHWADA MITRA MANDAL'S
COLLEGE OF ARCHITECTURE
302/A, DECCAN GYMKHANA
PUNE - 411 004

Day: _____ Date: _____ Time: _____

Kindly issue the following

- LCD - a. Sony b. BenQ c. Others
- Laptop - a. L-1 b. L-2 c. Others
- Camera - a. Digital b. Handycam c. SLR
- DVD Player
- Slide Projector
- Data Projector
- Extension board
- Speakers

For _____ (Name of subject)

Period from _____ to _____

Year /Class: _____ Students Name: _____

Signature of the student: _____

Name of the Faculty: _____

Approval Signature of the Faculty: _____

Any loss or damage to the equipments issued will be the sole responsibility of the student /s.

=====

(FOR OFFICE USE ONLY)

Received good condition the above equipments issued.

Name: _____

Signature: _____ Date: _____ Time: _____

College Infra Requisition form

All the forms and formats stated in Chapter 6 and 7 are available in the Administration Office of MMCOA.

7. TEMPLATES OF VARIOUS FORMS AND FORMATS FOR STUDENTS - 5th year

7.1

From : _____
Name : _____
Address : _____
Class : _____
Course : _____
Date : _____

To,
The Principal
Marathwada Mitra Mandal's
College of Architecture
302/A, Deccan Gymkhana
Pune - 411 004

Subject : Refund of Caution Money and Library Deposit

Respected Sir,

I was studying in _____ during the year _____
At the time of admission, I have paid the Caution Money / Library Deposit / of Rs. _____ vide
Challan No. _____ dated _____. Original Challan is enclosed herewith.

You are requested to please refund my Caution Money / Library Deposit in Favour / Name of _____
at your earliest.

Thanking you,

Yours faithfully,

(Signature of Student)

For Office Use Only

Application Received on : _____
Called on : _____
Amount Refunded on : _____

No Dues : _____ No Dues : _____ Please Refund

Refund of Caution Money and Library
Deposit

7.2

MARATHWADA MITRA MANDAL'S COLLEGE OF ARCHITECTURE, PUNE

ACADEMIC YEAR: 2018-19 MONTH/TERM: _____
PORTFOLIO COORDINATOR: Prof. Shubhangt Shirole

ALUMNI REGISTRATION FORM **F.a.4**

PASSING OUT MONTH/YEAR (*Mandatory) - _____

Alumni Name (starting with surname, name, middle name)	
Date of Birth	
Month and Year of Passing out	
Permanent Address	
Contact No	
Email id	
Present Organization	
Designation	

Please deposit Cheque/Cash to:

Account Name: MMMS College of Architecture Alumni Association
Bank Name: HDFC Bank Ltd.
Account Number: 5010033995032
IFSC Code: HDFC0000103
MICR Code: 411240007
Branch Code: 103

Call us on 020-25652689 or Email at mmcpunealumni@gmail.com

Deposited Sum of Rupees on- _____
Receipt received date: _____

Alumni Registration Form

7.3

MARATHWADA MITRA MANDAL'S COLLEGE OF ARCHITECTURE, PUNE

ACADEMIC YEAR: 2018-19 MONTH/TERM: _____
PORTFOLIO COORDINATOR: Prof. Shubhangt Shirole
Email to mmcpunealumni@gmail.com

ALUMNI FORM **F.a.1**

- Full name of the student starting with surname, name and middle name:
- Passport photo:
- Maiden name of girls:
- Date of birth:
- Year of B-Arch admission: _____ Passing B-Arch admission: _____
- Council of Architecture registration number * (i please/Attach photocopies of certificate):
- Designation and Place of work:
- Correspondence Address:
- City/State/Country:
- Adhaar Card No:
- Email id:
- Mobile No:
- Qualifications:
- Occupation (Please tick): Employed ☐ Self-employed: ☐
- Name of the employer year wise since passed out * (i please/Attach photocopies of joining letters):

Year	Employer	Address	Phone/Mobile No	Email id	Salary package

Alumni Form

7.4

MARATHWADA MITRA MANDAL'S COLLEGE OF ARCHITECTURE, PUNE-4

ACADEMIC YEAR: _____ PASSING B-ARCH EXAMINATION: Month _____ Year _____
STUDENT'S NAME: _____
STUDENT'S ADDRESS FOR CORRESPONDENCE: _____

Student's Phone No: _____ Student's Email id: _____
PORTFOLIO COORDINATOR: Prof. Shubhangt Shirole

PLACEMENT FORM **F.1.1**

- Final Year Thesis Topic - _____
- Immediate Future Plans-
 - P.G Course ☐
 - Job ☐
 - Self Employment/ Practice ☐
 - Any Other ☐ Specify _____
- Specify if employed,
 - Employer's Name and Council of Architecture Registration No- _____
 - Firm's name _____
 - Address _____
 - Date of joining _____
 - Salary package _____
- I wish to participate in Campus Interviews Yes ☐ No ☐
 - If Yes, you wish to apply for firms specializing in
 - Architecture ☐
 - Landscape ☐
 - Interior Design ☐
 - Town Planning/Urban Design ☐
 - Conservation ☐
 - Environment Planning ☐
 - Any Other ☐ Specify _____
- Student's Signature _____ Date: _____

Placement Coordinator's Signature _____

Placement Form

8. IMPORTANT WEBSITE ID

MMCOA Website:

www.mmcoa.edu.in

MMCOA Alumni Association:

Mail id: mmcapunealumni@gmail.com

COA: Council of Architecture:

<https://www.coa.gov.in>

AICTE : All India Council For Technical Education:

<https://www.aicte-india.org/>

SPPU Savitribai Phule Pune University:

www.unipune.ac.in/

DTE: Department of Technical Education:

www.dtemaharashtra.gov.in/

NATA: National Aptitude Test in Architecture:

www.nata.in/

IIA: Indian Institutes of Architects:

<https://indianinstituteofarchitects.com/>

IIID: Indian Institute of Interior Designers:

www.iiid.net.in/

AESA: Architects Engineers and Surveyors Association:

www.aesapune.org/

PCERF: Pune Civil Engineers Research Association:

www.pcerf.org/

SPPU B.ARCH. Syllabus:

http://www.unipune.ac.in/Syllabi_PDF/revised-2015/engineering/first-year-BArch-28-4-15.pdf

http://www.unipune.ac.in/Syllabi_PDF/revised-2015/engineering/Second-Year-BArch-28-4-15.pdf

SPPU B.ARCH. Course Structure:

http://www.unipune.ac.in/Syllabi_PDF/revised-2015/engineering/BArch-course-structure-and-rules-28-4-15.pdf

SPPU B.ARCH. Examination forms, Rules and Regulations:

<http://exam.unipune.ac.in/>

SPPU B.ARCH. Convocation Enrolment

http://www.unipune.ac.in/university_files/convocation.htm

All Images Courster to web





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