

Marathwada Mitra Mandal's

College of Architecture

Deccan Gymkhana, Pune- 411 004

**College Code of Conduct for**

**Principal, Academic Coordinator, CEO, Teachers, Students, Administration, and  
Support staff**

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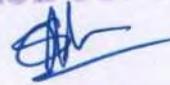
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**College Code of Conduct for:**

1. Principal
2. Academic Coordinator
3. Chief Examination Officer (CEO)
4. Teacher
5. Students
6. Office Superintendent
7. Jr. Clerk/Sr. Clerk Student section
8. Jr. Clerk/Sr. Clerk Scholarship
9. Support staff
10. Accountant
11. Librarian

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## **Principal**

### **Responsibilities:**

- General Administration of College.
- General administration and overall supervision of teaching programmes
- Supervision of students welfare and security services.
- Supervision and guidance of teaching staff including organization of in-service education of staff.
- Responsibility for organizing workload of staff including teaching assignments.'
- Guidance and counseling of students.
- Recruitment of staff and admission of students.
- Responsibility for conduct of examinations.
- Maintenance of permanent records of students.
- Preparation of reports (School/College reports, progress reports).
- Review and revision of policies, rules, regulations & philosophy of the College.
- Performing public relations duties for the College.
- Procurement of College equipments, supplies, stationery.
- Preparation of budgetary proposals.
- Supervision of office staff.
- Participation in the College's committee work.
- Participation in teaching programmes.
- Supervision of library services.
- Planning for development of the college.

## **Academic Coordinator**

Academic Coordinator of UG programmes are primarily responsible for executing the policy decisions taken by the Principal. He/She shall be the catalyst for academic standards of the respective department and its contribution. He/ She shall act as a link between Principal and students, faculty and staff members. He/ She shall be a person with initiatives and leadership abilities. He/ She must give fair and unbiased treatment to all the faculty members, students and staff.

### **Coordinating with faculty members:**

- a. Taking reporting from the class teachers.
- b. Receiving subject planners from the faculty members and obtaining Principal's approval for the same through the joint meeting between the Principal, Academic Coordinator and the faculty member concerned.
- c. To supervise the execution of Academic Calendar.
- d. To ensure smooth execution of the Academic calendar.
- e. To ensure smooth and uninterrupted execution of mentoring system. This should be done both through formal as well as informal discussion with the faculty members.
- f. To recommend the approval/ disapproval of the leaves for final approval from the Principal. The Academic Coordinator's recommendation must be supported by the reasons for approval or otherwise.

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- g. To rationalize the vacation plan of the faculty members in such a manner that the functioning of the institute shall remain unaffected.
- h. To prepare agenda of the weekly and/ or special faculty meetings after approval from Principal.
- i. To conduct weekly as well as special faculty meetings in the absence of Principal. Minutes of each such meeting must be maintained by the Academic Coordinator and circulated amongst the faculty members.
- j. To communicate the policy as well as operational decisions taken by the Principal to faculty members.

**Academic Inputs: (Regular Classes)**

- a. Finalizing the time table for regular classes with Principal
- b. To ensure that all the inputs are conducted as per schedule
- c. Ensuring completion of the syllabus as per the deadlines set by the Principal.

**Events:**

- a. To execute the annual events schedule as finalized by the Principal.
- b. To induce the students to participate in various cultural and sports events to accomplish the targets set by the Principal.
- c. Allocation of the faculty members to manage the events as per Academic Calendar.
- d. Ensuring the availability of resources for execution of the events.
- e. Expenses/ Bills scrutiny and bill passing for final authorization from Principal.
- f. To extend support the managing faculty and students in case of any obscurity.

**Students' Related Matters/ Issues:**

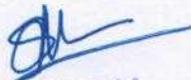
- a. To keep excellent rapport with students in order to keep their morale very high.
- b. To call meeting of students council once in a fortnight.
- c. To guide the students council members in execution of their individual portfolio to the best of their abilities.
- d. To involve the students council in various events, internal as well as external.
- e. To contact parents of the defaulter students.

**Chief Examination Officer (CEO)**

Functions related to the Pre-Examination work, Actual conduct of the Examinations and Post Examination work is carried out during Examination

**Confidentiality - It is related to Pre Examination work. Particularly it carries out**

- a. The fixation of confidential printers for printing of question papers ,
- b. Receiving manuscript of Question Papers from the portal on day of examination from SPPU
- c. Printing of Question Papers and making arrangement for sending it to the various examination Blocks.
- d. Solve the queries raised in the Question Papers during Examination period and conveying to students.

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**Co-ordination-** It is also related to the Pre Examination Work, broadly it carries out the work as follows:

- a. To convene the meetings, for appointment of Sr. supervisors, Invigilators, and other general staff as per the requirement
- b. To prepare the schedule day and date wise of block with invigilators and relievers in conjunction with students inventory
- c. Make the arrangement for appointments of Senior Supervisors, Vigilance Squads, and Custodians etc.
- d. Make the arrangement of furniture required to the examination centers during examination period.
- e. To make seating arrangement of the students of Blocks.

#### **Actual Examination conduction**

- a. To remain present in the office one hour before the schedule time of the examinations to deal with the queries, if any, regarding the admit cards, seat nos. etc.
- b. Make arrangement for distribution of answer-books for various block through invigilators
- c. To make available the list of student attendance Report, and stickers.
- d. To be vigilant during conductance of examination and avoiding mal practices.

#### **Post examination**

- a. To prepare bills as per appointments allotted during the examination
- b. To receive mark-lists and ledger from the SPPU.
- c. To receive Evaluated papers from the SPPU on student's request and forwarding to student and helping them for further filing revaluations forms and submitting to the SPPU
- d. Collection of final results such as statements of marks, college result ledgers, office result ledger, and passing certificate and pass list.
- e. Sorting of the statement of marks, college results ledger, passing certificates and pass list college year wise and analyzing and preparing result analysis.
- f. Make the arrangement to distribute the examination results to concerned students year wise

### **Teacher**

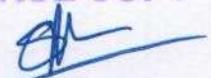
A Teacher is responsible for effective planning and execution of academic calendar and guide the students in proper way in various aspects of planned activities and maintain all the records regarding students' growth and progression.

#### **Roles and Responsibilities of Teacher**

Students Coordination in following activities:

- a. To participate and involve in preparing the academic calendar.
- b. To supervise, observe and monitor the planned activities of academic calendar.
- c. To maintain the weekly report of every week of the month.
- d. To supervise the discipline of the students in the class as well as in the Institute campus.
- e. To arrange the guest lectures and maintain the record of these sessions.

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- f. To maintain the attendance record of all sessions of students and communicate the same to students and faculties.
- g. To make sure that all activities executed effectively as per the academic calendar.
- h. To find out gap between activities and bridge the gap of these activities.
- i. During breaks, bring the students to order and line them up as quickly as possible.
- j. To take the feedback from the students and share the same with respective faculty and with Principal of the institute.
- k. To have information and understanding of each and every activities which are scheduled.
- l. To act as a facilitator in institute, able to translate the purpose of the planned activities and their implementation.
- m. To communicate the academic calendar to guest/visiting faculties and make sure that they are aware about their sessions every day.
- n. To work in harmony with the visiting faculty so as to create and maintain a good working environment.
- o. To take overall responsibility and ownership of the planned activities and ensure that all sessions, activities, lectures etc are going smoothly.

## **Students**

### **Attendance & detention cum granting of term:**

- a. Overall attendance will be taken at 07:45 AM by the class coordinator.
- b. Any student arriving after 08:00 A.M. will be losing his morning attendance.
- c. The students are bound by the SPPU attendance rules.
- d. 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.
- e. 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.
- f. 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 good academic and attendance record will be given preference for such activities.
- g. 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.
- h. Parents, if they want to meet the faculty should come during college hours with prior permission and appointment through mail.
- i. Parents /students need to e-mail for any enquiry or request during college/ office working hours only.

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**Internal assessment:**

- a. All submissions are to be submitted on the scheduled day & time as communicated by the respective subject coordinator.
- b. 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.
- c. 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:**

- a. 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.
- b. Percentage of attendance will be considered for final marking.
- c. Parents should acknowledge the receipt of the report.
- d. College retains the right to document the academic work done by the students.
- e. Parents are expected to attend the parent teachers meeting as per the communication by the college.

**Studio working:**

- a. 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.
- b. Student is expected to carry all drafting equipment & necessary stationery, as their responsibility.
- c. During all studio classes (e.g. DESIGN, BTM and ADG) attendance will be counted from beginning to the end of the studio hours.
- d. 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:**

- a. 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.
- b. It is mandatory for all parents to Sign and submit the Undertaking form for all Study tours/site visits.
- c. Students are expected to carry all relevant drawings / data, stationery, equipment etc. to the site as per the orientation lecture given by concerned faculty.
- d. Students are expected to do self study of the subject, before the site visit and submit a site visit report for the same.
- e. 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:**

- a. "Settlement Study" tours for respective years are conducted from time to time and are compulsory for all the students.
- b. 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.
- c. 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.

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- d. 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.
- e. 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):**

- a. 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.
- b. 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.
- c. Consent letters from parents should be submitted to the office by the mentioned date as and when applicable.

#### **Vacation**

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

#### **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/hermentor and classteacher.

#### **Mentoring**

- a. 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 Counselor is available in college premises to discuss any issues pertaining to students.
- b. 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.

#### **Grievance**

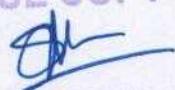
Grievances the student may appeal in writing to the Grievance Redressal committee and submit in the "Grievance Redressal suggestion" box, and "Women's Grievance Redressal Suggestion" Box installed in office.

#### **Academic Ethics**

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

#### **Withdrawal from the college**

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

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### **Examination Formats and Eligibility**

It is the student's 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/>

### **Administration**

Admin Department of MMCOA comprises of Office Superintendent, Students Section : Jr/Sr. Clerk, Scholarship Section : Jr. Clerk, Support Staff : Peons, Accounts Section : Accountant, Library Department: Librarian.

### **Office Superintendent**

Compliances with regulatory authorities like Council of Architecture India, New Delhi (COA), All India Council for Technical Education New Delhi (AICTE) Directorate of Technical Education, Mumbai (DTE), Directorate of Technical Education, Regional Office, Pune (DTE RO), Savitribai Phule Pune University, Pune, Admission Regulating Authority (ARA), Fee Regulating Authority (FRA) This is the most sensitive and critical part of the duties of an O.S. .Through the Co-ordination and support from all the sections of Admin Departments, O.S. has to ensure that all the compliance of the processes or the information demanded by regulating authorities is submitted within the deadline.

- a. To maintain Approval File of the Institute which contains originals or copies of approvals which institute has received from different regulating authorities. The file also includes Teachers Approvals.
- b. Submission of Application of Affiliation.
- c. To prepare and submit Staff Selection Committee file
- d. Submission of Teachers Approval Proposal
- e. To get Roster checked from University and MVK
- f. To prepare and submit Local Inquire Committee file
- g. Annual Affiliation Online Process and File Submission
- h. To submit online information of AISHE
- i. To support Exam Department in capacity of Custodian
- j. To support Facilitation Centre process at the institute
- k. To guide Student Section and Scholarship Section for timely compliances of their section
- l. To maintain Governing Council and Local Managing Committee Records

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- m. To oversee records of 4 mandatory committees i.e. Anti-ragging, Internal Compliant Committee, Grievance Committee, SC/ST Committee, RTI Committee
- n. Correspondence with the Regulating Authorities
- o. To process Cancelation of Admissions and Maintain Record In File

#### **Overall Administration of Institute**

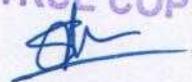
- a. To maintain file of copies of Land and Building and trust/society documents
- b. To guide and support Students Section and Scholarship Section in their compliance work
- c. To guide and support General Admin and H.R. Section for maintaining proper records
- d. To oversee up keeping and maintenance of campus
- e. To support admission department in counseling mainly regarding documentation, scholarships and uploading of admissions data on DTE portal
- f. To reply Educational Verification inquiries
- g. To support concerned coordinators in organizing institute events
- h. To prepare appointment orders, Joining Reports, Reliving Letters, Experience Letters
- i. Approval to Leave Application of Teaching and Non-teaching Staff in lieu of the Leave Policy
- j. Allocation of duties of Support Staff
- k. Co-ordination for preparing data of Campus Co-ordination Committee, Executive Council Committee

#### **Students Section: Jr. / Sr. Clerk**

This section takes care of compliances related to Admission documentations

- a. To collect and maintain original documents of admitted students and keep follow up of non-complied students
- b. To prepare DTE Merit List Verification File and get the merit list verified from the DTE RO
- c. To get pending Cast Validity Cases checked from the DTE RO and submit clearance letter to ARA, Mumbai and University.
- d. To Submit Merit List to Admission Regulating Authority, DTE Mumbai and University
- e. To upload Merit List on Admission Regulating Authority website
- f. To upload online Eligibility on University Website and Submit the file to University
- g. To distribute Marks Sheet and Certificates to the students
- h. To process and submit University Pro-rata
- i. To prepare Student Master File after the admission process every year
- j. To issue Transfer Certificates to Passed Out Student
- k. To maintain Student Register for every batch
- l. To maintain Spiral Bound Copy of Mark Sheets after declaration of Results of every exam
- m. To issue Bonafied Certificates , Fees structure to students
- n. To issue original documents to students of current batch as and when required by them, with the approval from O.S.
- o. To issue Original Documents to Passed out students on compliance of No Dues Certificate

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PUNE - 411 004.

- p. To forward bus and railway concessions forms of students to O.S.
- q. To maintain Merit List Verification Files of every year
- r. Hard Copy submissions to different regulating bodies

### **Scholarship Section Jr. / Sr. Clerk**

1. Scholarship Section facilitates implementation of different Scholarship Schemes, applicable for UG Architecture Students.
  - a. To prepare list of eligible students for different scholarship after admission process every year
  - b. To keep follow up and get the Application forms and necessary documents for different scholarships from the students
  - c. To keep follow up and get the Cast Validity Applications filled from concerned students
  - d. To maintain the files of Application Forms of different scholarships
  - e. To get Fee approvals for scholarships
  - f. To get the scholarship Verified from respective government authorities
  - g. To keep track of pending scholarship fees from government authorities
  - h. To distribute scholarship , exam fees amount to student
  - i. To maintain Bill Received and Payment Made Register
  - j. To provide information of Scholarship data to management or the concerned government department.

### **Support Staff**

It comprises of the peons who are responsible for duties for supporting different teaching and non-teaching departments of the institute.

- a. To oversee work of housekeeping staff to ensure cleanliness within institute premises
- b. To timely open and close institute as per the requirements of different departments
- c. To support teaching and non-teaching in terms of sundry office procurements, photo copying etc.
- d. To support the requirements of coordinators , at the time of events in the institute
- e. To arrange board room in all respect for institute meetings
- f. To look after up keeping of classrooms and seminar hall and provide Lap tops , audio systems etc. as per the need
- g. To look after the visitors of the institute
- h. To maintain supply of sundry consumables and timely procure it as per the requirement
- i. To support examination work under the instructions of College Exam Office (CEO) and Senior Supervisor
- j. To report requirement of maintenance within the premises to the O.S.

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## **Accountant**

An Accounts Department is backbone of any educational, Institute. The accountant monitors and records the flow of money. An accountant has several roles and responsibilities to meet in their job, both in terms of their competence at carrying out accounting practices as well as ethics and approach to the job. The accounts department is a separate non-teaching faculty departments reporting directly to the Principal of the Institute.

### **Role and responsibilities of Accounts department:**

#### **1. Statutory Dues : (DTE, BCUD, FEE REGULATING AUTHORITY, PRAVESH NIYANTRAN SAMITI, SAVITRIBAI PHULE PUNE UNIVERSITY )**

While submission of BCI Report make the payments for Affiliation Fees of any course, Closure of any course etc.

Process of payment for Annual Affiliation, Continuation of affiliation, and extension of approval for the course conducted in the college with the time frame work.

Submission of fees to DHE, and recover the balance fees from the students for ARC Fees.

After submission of online data of students, payment to PNS.

#### **2 Accounts Receivable and Revenue Tracking**

Another critical duty of the accounting department is to account for and track receivables, Fees receivable from students during the admission process and keep track of outstanding fee receivable from the students throughout the year, concession given to students, any receivable from Samaj Kalyan office during the year and for the past years.

The responsibility here includes assuring that students pays the fees in time, so a system of friendly reminders (telephone calls, sending SMS for outstanding fees) is important.

#### **3 Reporting and Financial statements**

To prepare financial reports that can be used for budgeting, forecasting and other decision making processes. In addition, these and other reports are needed for charity commissioner.

Preparation of budget, to enable the management to forecast the revenue and expected expenditure (Capital and revenue expenditure) based on the admission during the year and fees approved by the fee regulating authority to take the decisions.

#### **4 Payroll**

Payroll is a critical function of the accounting department and includes make sure all the employees are paid accurately and timely after receiving the time report, assessment of leave record from the Admin Department (HR Department).

Calculation of Yearly increments of the staff members after getting approval of the same from the Management.

In addition, proper tax is assessed and deduction of T.D.S. from salary and timely payment to Income Tax department. Assessment of Tax liability after received the data of investment from the staff members and issued of Form No.16 to the concern staff members in the department. Submission of Quarterly and annual data of Income tax to C.A. for submission to the Income tax Department.

#### **5 Accounts Payable**

In order to maintain great relationships with vendors making sure that everyone gets paid on time is a vital role. It is a role of the accounting department to keep eye on opportunities to save money i.e. availing discounts, incentives from the vendors. To obtain the quotations from at least 3 parties, making

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negotiations for prices and placing the order to the vendor who offers least price. To make purchase orders to the vendors. Verifying the invoices and deduction of taxes from invoices if applicable and make timely payments to the vendors for building trust with the vendors for future correspondence.

Payment to the visiting staff members according to the budget for the semester, deduction of TDS and timely payment to concern department, quarterly submission of data, and issuing form No. 16 A to the visiting staff members.

## **6 Statutory payments**

Proper deduction of taxes from the employees and other vendors and timely submission of the same to the central and state governments.

Submitting quarterly details of salary and other contractors details within the time limit.

Submission of Eligibility fees, Pro-rata data, Examination fees, revaluation fees collected from the students to the Savitribai Phule Pune University within the time limit.

Maintain record of examination centre advance received from Savitribai Phule Pune University, preparing bill for Examination centre allotted for the conduction of examination of B.Arch. after making payments to the staff appointed for the examination conduction. Payment to the SPPU If excess payment is made or recovery of dues if receivable from SPPU during the semester examinations conducted during the year.

## **Librarian**

The Librarian is responsible for providing library and research services to the institute and maintenance of the library and its collections. Also to ensure that materials are current, accessible, and available to library users when required.

### **Responsibilities:**

- a. Establish and implement library and information policies and procedures.
- b. Develop and manage convenient, accessible library and information services.
- c. Establish and manage the budget for library and information services, technology and media.
- d. Order materials and maintain records for payment of invoices.
- e. Analyze and evaluate library and information services, requirements.
- f. Prepare reports related to library and information services, resources and activities.
- g. Perform original cataloguing and classification of print, audio-visual and electronic resources.
- h. Develop and maintain special indexing systems and files for special collections.
- i. Ensure an accurate inventory of resources.
- j. Maintain inventories, compile statistics and generate reports as required.
- k. Develop and maintain cataloguing procedures.
- l. Determine the type of cataloguing required, Enter cataloguing data into the library's automated system.
- m. Train library users to effectively search the Library catalogue, Internet and other electronic resources.
- n. Maintain circulation files, records and statistics and to Perform other related duties.

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PUNE - 411 004.**

- o. Organize Book Fairs/Exhibitions to Promote Reading Habits among students, alumni n and faculty members of MMCOA
- p. Deliver "Library Orientation Session" to new students as a part of students' Induction Programme.
- q. Conceptualize and organize innovative practices in Library to promote reading culture and subsequent Library usage.

**Knowledge and skills required to perform the job responsibilities effectively**

To perform the job responsibilities effectively Librarian must have:

**Knowledge about:**

- a. Library policies, procedures, methods and professional standards.
- b. Research and information gathering systems and methods.
- c. A variety of information database systems.
- d. Conducting Internet searches.
- e. Organization and structure of the library.
- f. Library systems for cataloguing, acquisitions and searching, on-line bibliographic utilities.
- g. Information of resources on the Internet and other electronic databases.

**Skills:**

- a. Effective written communications skills, computer skills including the ability to operate email and conduct Internet research and the ability to operate computerized library, spread sheet, word-processing, spreadsheets, email, database and graphics and website development programs at a highly proficient level.
- b. Research skills.
- c. Organizational skills.
- d. Analytical and problem solving skills.
- e. Decision making skills.
- f. Effective verbal, presentation and listening.



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