

Marathwada Mitra Mandal's

College of Architecture

Deccan Gymkhana, Pune- 411 004

College Code of Conduct for Students

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.

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.

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- 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.
- 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.

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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 practitioner preferably MBBS) with parents request letter to the HOD and discuss the same with his/her mentor and class teacher.

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

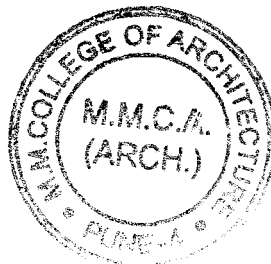
A student who voluntarily wishes to withdraw from the College must contact the Office to discuss further procedures.

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/>


Office Superintendent, MMCOA




Principal, MMCOA

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