



Crafting Dimensions that Speak the Language of the New Millennium

SINHGAD TECHNICAL EDUCATION SOCIETY'S

SINHGAD COLLEGE OF ARCHITECTURE

(Affiliated to University of Pune & Approved by AICTE & COA) (ID No. PU/PN/Engg./151/2000)

S.No. 44/1, Vadgaon (Bk), Off Sinhgad Road, Pune 411041

ACCREDITED BY NAAC

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Dr. Banani Banerjee
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Principal

CODE OF CONDUCT

FOR SCOA STUDENTS

A. GENERAL

1. Students shall **report on the first day of the beginning of each Semester (at 7.45 a.m.)** failing which they will be penalized depending upon the days of absenteeism including holidays.
2. Summer / Winter **holiday assignments of all subjects scheduled for the first day of the Semester, shall be submitted at 7.45 a.m.** irrespective of the timetable schedule for that subject.
3. Summer / Winter assignments **not submitted on the first day will not be accepted and assessed** under any condition & will not be allowed to become part of the final portfolio.
4. Students will be allotted to Division by the college at the time of admission in First year, no change of division will be done under any circumstance.
5. With reference to the Govt. of **Maharashtra Prohibition of Ragging Act (in effect from 15th May 2009)** all senior students are **warned that they should not involve themselves in any sort of ragging.** Strict disciplinary action will be taken if any student is found violating the rules.
6. Students **will not carry any valuable things, jewelry in the college premises.** If they carry such things on their own responsibility & if they lose them, anybody from **the teaching or non-teaching staff will not be responsible for the loss.**
7. Use of **mobile phones is strictly prohibited** in the college.
8. Students will keep their drawings in the studios on their own responsibility.
9. **Strict disciplinary action as per Savitribai Phule Pune University circular no. 2014-15/008** will be taken if any student is found doing malpractices during examinations.

B. ATTENDANCE & DETENTION CUM GRANTING OF THE TERM:

1. **Overall attendance** will be taken at **7.45 a.m.** by the subject teacher and handed over to the Year-coordinator by 8.00 a.m.
2. All students **arriving after 7.45 a.m. will be losing his morning attendance, and will not be allowed** to attend the rest of the lectures / studio classes.
3. A student is required to maintain an overall & subject wise attendance of minimum 75% failing which, his / her term will not be granted & he/she will be losing the full academic year.
(As Architecture is basically an interactive discipline, so contact time with the faculty, library, studio, workshop must be maintained consistently.)
 - a) **25% absenteeism** permitted includes **medical, family commitments & any other activities beyond the academic purview.**
 - b) Students going for NASA, Competitions, Seminars and other academic activities will be considered for relaxation of attendance provided they were granted official permission, however only those students who maintain a **good attendance record** will be given preference over other for such activities.
4. A student is also required to secure at least **50% marks in the internal assessment** for each subject failing which his /her term will not be granted and he/she shall be **losing the full academic year.**

C. INTERNAL MARKING, ASSESSMENT & SPPU EXAMINATION:

1. All submissions **will be submitted on the scheduled day & time** as communicated by the respective subject coordinator. In case the subject coordinator is absent the same will be collected by the year coordinator.
2. a) In case a student is unable to submit the same due to some reason he/she **may submit with the permission of the subject coordinator** the assignment at the **beginning of the immediate next class of the respective subject** with following conditions.
The assignment submitted at the immediate next class will be stamped **LATE** and the student can score **max of 50%** irrespective of the fact that the assignment/submission may deserve more due to the quality of work.
b) In case student fails to submit the assignment at the immediate next classes his/her submission will be **accepted on written approval of the H.O.D / Principal** on verification of reasons of not submitting (Application must be forwarded by the subject coordinator through the year coordinator with recommendation). Submission such accepted will be stamped **LATE** and the student can score **max of 50%** irrespective of the fact that the assignment / submission may deserve more due to the quality of work.
3. In case the student fails to attend the class tests / time bound assignment conducted he / she **will lose complete marks for the test.**
4. Assessment for all the subjects will be **done jointly by all concerned teacher.** In case assessment of certain assignment is divided among the faculty the same will be done topic wise / group wise and a common policy for allotting marks would be worked out.
5. A student is required to secure a **min. 50% marks in every subject** for passing in **sessional work & min. 45% marks in University Theory exam** for each subject head and to secure an **aggregate of 50%** failing which he/she may have to repeat the entire academic year and take fresh admission in the subsequent year paying full fees.
6. In case of ATKT the student has to report to the concerned subject **teacher and follow the submission schedule as decided by the subject teacher** for repetition / addition / up gradation of the work.
7. The **detailed rules** regarding the Syllabus, Course and Examination can be viewed on **Savitribai Phule Pune University website.**

D. PROGRESS REPORT

1. The complete academic calendar is of 32 weeks (Two Semesters) divided in **16 weeks / Semester** with a **Savitribai Phule Pune University Sessional Examination at the end of 16th & 32nd week & Theory Examination** in each Semester as In-Sem & End-Sem Examinations.
2. Attendance record of the defaulter students will be communicated to student at the end of each month in each Semester.
3. Academic and attendance progressive status record of the students will be communicated to student from time to time after each assignment / project and the consolidated marks communicated to students at the end of each quarter at 5th, 9th, 13th & 16th weeks in both Terms of each academic year.
4. The attendance & academic performance of the defaulter student in the form of **Quarter end report** will be posted to all the parents under certificate of posting **two weeks after the completion of each Quarter.**
5. The report will clearly state the **attendance record and academic performance** of the student in all the subjects indicating **likely eligibility for granting of term and detention for sessional & viva-voce examination of the Savitribai Phule Pune University.**
6. It would be the responsibility of the parent to contact the college if they do not receive the quarterly report after the end of each quarter from the date of commencement of the college. The college will not be responsible for non-receipt of the same of any other reason.
7. It would be **responsibility of the parent** to come and discuss the quarter end **report particularly for the failing and short of attendance students** with the Year coordinator, Division Coordinator, H.O.D. and the Principal.
8. Regular common meeting for Parents will be held when all the faculty members will be available for discussion of their wards progress and will be **communicated to the parents well in advance.** Parents are requested to attend the same **without fail.**

9. The **parents are advised to keep track of their wards progress** from time to time particularly in the beginning of the year so that their ward's progress is monitored in the beginning itself and it should not come as a shock /surprise to the parents that their wards performance is not up to the mark.
10. The list of **defaulter students will be put on the class / college notice board** and communicated to the parents by UPC.

E. STUDIO WORKING

1. **It is compulsory for the student to work in the studios** and try to finish the assignment during the lecture / studio hours under the guidance of the faculty.
2. No spill over work in subjects like **AGD & BTM** will be permitted to be carried over at home / hostel and for other subjects it will be permitted as per the discretion of the subject teacher.
3. Student should **store all drafting equipment & all necessary stationary in surplus** so that time is not wasted in procuring the same during the college hours.
4. Student are allowed to work in their respective studios till closing of the office.
5. For working in the extended studio, students will be **held responsible for any misconduct or any other eventuality**.
6. During all studio classes (e.g. **BTM, DESIGN, AGD**) **attendance will be counted from beginning to the end of the studio hours**.
7. For easy identification & segregation, all portfolios, journals., files **must be submitted** using the color and medium mentioned in submission **colour code brief** put up on the class notice board for respective years.
8. Each portfolio, journal, files **must bear the name, year, roll no, exam seat no, date / academic session & subject name**. And must be submitted in the specified format intimated by the respective subject teachers. Assignments submitted out of this format and without this basic information and with different **colour code** will not be accepted.
9. **In case of any help or clarification required** you may approach the concerned subject teacher, Year coordinator, Division coordinator, H.O.D. and the Principal.

F. SITE VISITS

1. The institute conducts site visit form time to time and these **are compulsory for all the students and** attendance shall be strictly monitored.
2. Students **must carry all relevant drawings / data, stationary, equipment etc. to the site** as per the orientation lecture given by the concerned faculty member about the topic, content, purpose of the site visit.
3. **Student are expected to do self-study of the subject, before** the site visit so that a comprehensive analysis can be carried out at is it is generally not possible to visit the site again.
4. The site visits are organized with a lot of effort and **maximum advantage should be taken by the students** to develop their overall perception & knowledge about the subject.

G. GUEST LECTURES & WORKSHOP

1. The institute conducts guest lectures & workshops related to various topic from time to time and **these are compulsory for all the students** and attendance shall be strictly monitored
2. Students are **expected to take notes** using script, graphics, sketches and maintain a complete record of all the guest lectures / workshops in a separate note pad exclusively meant for this purpose and submit the same **for grading** at the end of the term as a part of their Design submission.
3. The guest lectures & workshops are organized with lot of effort and **maximum advantage should be taken by the students** to develop their overall perception & knowledge about the subject.
4. **The institute encourages participation** of students in all allied architectural activities organized by various organization in the city. Participation & attending the same would broaden one's horizon and help in developing the skills required for the intellectual growth.

H. STUDY TOURS

1. Study tours for respective years are conducted once in a year 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 and guide the students** in conducting the studies and preparation of the tour report.
4. **Students must carry all relevant drawings / data, stationary, 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 are expected to do self-study of the subject before the study tour so that a comprehensive analysis can be carried out as it is not possible to visit the place again and **any data missed may become a hindrance in preparation of the tour report and progress of the design studio.**
6. The study tours will be part of respective design studio and a **complete design project related to the context will be carried out during the semester.**
7. The **study tours are to be funded totally by the students** except that the college will be issuing the necessary railway concessions for the train journey. The cost of the study tour would be related to the place of travel & duration of the tour.
8. An **Undertaking of the student and guardian** in prescribed format must be submitted before commencement of the tour.
9. Tentative duration and expenditure of the Study Tours would be communicated to the students in advance.

I. NASA Participation (National Association of Students of Architecture)

1. Registration for every student in the activities of NASA is compulsory.
2. Delegate to NASA will be limited in number. Delegates will be selected by the Principal based on the criteria of attendance, academic performance, interest taken in NASA activities etc.
3. The NASA membership fees will be collected separately at the beginning of each academic year and is compulsory for all the students throughout five years.
4. The NASA delegation fees and travel expenses for the zonal and nationals will be borne by the selected candidates.

J. UNDERTAKING:

1. The Parents and their Ward will give the enclosed undertaking and the same will be applicable for the **complete duration of the course** with amendments carried out as required from time to time.
2. In case of **any help or clarification** with reference to the code of conduct is required you are free to contact the H.O.D. and the Principal.

Dr. Banani Banerjee
Principal

UNDERTAKING FROM THE STUDENTS AND PARENTS

ACADEMIC YEAR

We the Parents of _____ have read the

Academic Code of Conduct of the Sinhgad College of Architecture and assure you that our ward will uphold the same in the interest of the academic standards of the Institute.

We will be in **constant contact** with the institute & **monitor his/her progress** and take corrective measures as required at the appropriate time in the interest of the student's academic progress. We also understand that from time to time during the duration of the Five years course, the same may be modified with reference to **the modification carried out** by the Savitribai Phule University, Pune / the Institute itself & **will be binding on our ward.**

Apart from informal meetings, **we will attend** the review meeting / PTA meeting and any other meetings as and when called for by the Institute to discuss the progress of our ward.

Date: _____

Signature of the Parent:

Name of the Parent:

Permanent Address:

Emailid of Parent:

Mobile No of Parent:

Name of the Local Guardian: ____

Address of Local Guardian: _____

Mobile No. & emailed of Local Guardian:

I have read the Academic Code of Conduct in detail, have understood the same and **will abide by it during my study years in the college.**

Date: _____ **Signature of the Student:**

Name of the Student:

ACTIONS AGAINST RAGGING

(as per UGC Regulations)

What constitutes Ragging

Any conduct by any student or students whether by words spoken or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely effect the physique or psyche of such fresher or any other student any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene, and lewd acts, gestures, causing bodily harm or any other danger to health or person any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Action against Ragging

- i. Suspension from attending classes and academic privileges
- ii. Withholding / withdrawing scholarship / fellowship and other benefits
- iii. Debarring from appearing in any test / examination or other evaluation process
- iv. Withholding results
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension / expulsion from the hostel
- vii. Cancellation of admission
- viii. Rustication from the institution for period ranging from one to four semester
- ix. Expulsion from the institution and consequent debarring from admission to any other for a specific period

UNDERTAKING FOR CURBING RAGGING
ANNEXURE I: AFFIDAVIT BY THE STUDENT

“UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009”

I -----, son / daughter of
Mr. / Mrs. / Ms. -----, having been
admitted to -----, have

received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
 2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administration action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
 3. I hereby solemnly aver and undertake that
- a. I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
- b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
4. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
 5. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this----- day of-----month of -----year.

Signature of Deponent

Name:
Address
Tel./Mobile:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at ----- (place) on this the ----- (day) of ----- (month) of ----- (year).

Solemnly affirm and signed in my presence on this the ----- day of -----
-month of ----- year after reading the contents of this affidavit.

OATH COMMISSIONER

UNDERTAKING FOR CURBING RAGGING

ANNEXURE II: AFFIDAVIT BY PARENT / GUARDIAN

“UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009” I Mr. / Mrs. / Ms. ----- , father/

mother / guardian of ----- , having been

admitted to ----- , have

received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administration action that is liable to be taken against my ward in case he / she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that

a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6. I hereby declare that my ward have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that the admission of my ward is liable to be cancelled.

Declared this----- day of-----month of -----year.

Signature of Deponent

Name:
Address:
Mobile:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at ----- (place) on this the -----(day) of----- (month) of ----- (year).

Solemnly affirm and signed in my presence on this the ----- day of ----- -month of ----- year after reading the contents of this affidavit.

OATH COMMISSIONER