

CODE OF CONDUCT

ACADEMIC CODE OF CONDUCT FOR SKNCOA STUDENTS

GENERAL:

1. **Students should report on the first day of the commencement of each term (at 8.00 a.m.) failing which they will be Penalized** depending upon the days of absenteeism including holidays.
2. 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.
3. Students **will not carry any valuable things, jewelry in the college premises**. If they carry such things, that will be their own responsibility. Anybody from **the teaching or non-teaching staff will not be responsible for the loss**.
4. Use of **mobile phones** in the lectures or studios is **strictly prohibited** in the college.
5. Students can keep their drawings and models in the studios on their own responsibility.
6. Vandalism or any behavior that causes destruction of college property is strictly prohibited and students or groups found responsible for vandalism will be subject to disciplinary action.
7. **Strict disciplinary action as per University of Pune's circular no.2014-15/008** will be taken if any student is found doing malpractices during examinations.

ATTENDANCE:

1. **Overall attendance** will be taken at 8.15 a.m. by the subject teacher and handed over to the office by 8.30 a.m.
2. Student arriving after 8.15 a.m. will lose his morning attendance, and will not be allowed to attend the rest of the lectures /studio classes.
3. **Student is required to maintain an overall &subject wise attendance of minimum 80%** 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 and workshop must be maintained consistently.)**
4. **20%absenteeism** permitted includes **medical reasons, family commitments & any other activities beyond the academic purview**.
5. 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 that student who maintains a **good attendance record** will be given preference over other for such activities.
6. **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**.

INTERNAL MARKING, ASSESSMENT&SPPU EXAMINATION:

1. All submission **should be submitted on the scheduled day & time** as communicated by the respective subject coordinator, In case in absence of subject co-coordinator, 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 at the beginning of the next immediate class of the respective subject with following condition.**

The assignment submitted at the immediate next class will be stamped **LATE** and the student can score **max of 50% i.e.-** respective of the fact that 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 Academic Coordinator /H.O.D./Principal on verification of reasons of not submitting the same. (Application must be forwarded by the subject co-coordinator through the year co-coordinator with recommendation).

3. **Summer /winter holiday assignment of all subjects scheduled for first day of the term shall be submitted on 1st day** irrespective of the timetable schedule for that subject. **Late submission of the same will not be accepted and assessed under any conditions.**
4. In case the student **fails to attend the class tests/time bound assignments** conducted he/she **will lose complete marks for the test.**
5. **A student is required to secure min. 50% marks in every subject for passing in Sessional work 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.**

PROGRESS REPORT:

1. The complete academic calendar is of 32 weeks divided in **16+16 weeks** with a **Savitribai Phule Pune Sessional Examination at the end of 16th & 32nd week and Theory examination after 6 weeks i.e. (In Sem. Exam) and SPPU Exam after 16th and 32nd week.**
2. Attendance record & Academic 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 8th & 15th week in the 1st Term and at the end of 24th week to all the parents by post.
3. It would be the **responsibility of the parent** to come and discuss the term **end report particularly for the failing and short of attendance of the students** with the Year coordinator, Academic Coordinator/H.O.D. and the Principal.
4. A common PT meeting will be held 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.**
5. The list of **detained students will be put on the college notice board** and communicated to the parents.

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. During all studio classes (**e.g. Design, BTM, ADG etc**) attendance will be counted from beginning to the **end of the studio hours**.

SITE VISITS:

1. The institute conducts site visit which **are compulsory for all the students and attendance shall be strictly monitored**.
2. Students **must carry all relevant drawings, Stationary, equipment etc. to the site** as per instructed by concerned subject faculty about the topic, content, & purpose of the site visit.

GUEST LECTURES & WORKSHOP:

1. The institute conducts guest lecturers & workshops related to various topic which **are compulsory for all the students** and attendance shall be strictly monitored.
2. Students are **expected to take notes** using graphics, and sketches and maintain a complete record of all the guest lecturers/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 institute encourages participation** of students in all allied architectural activities organized by various organizations in the city. Participation & attending the same would broaden one's horizon and help in developing the skills required for the intellectual growth.

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 instructed by the concerned faculty.
5. 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**.
6. 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.

NASA (National Association of Students of Architecture):

1. Participation of each and every student in the activities of NASA is compulsory.
2. Delegate for NASA convention 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 done by the selected candidates.

OATH

“Architecture” is my chosen profession and I am aware of the significant contribution of the architectural fraternity in shaping the human habitat throughout the world.

I am proud to join this exclusive community of professionals and undertake to ensure:

- **That my professional activities shall not conflict with my general responsibility to contribute to the quality of the environment and future welfare of society**
- **that I shall apply my skills to the creative, responsible and economic development of my country,**
- **that as an architect; I shall strive to provide professional services of a high standard, to the best of my ability,**
- **that as an architect; I shall maintain a high standard of integrity**
- **that I shall conduct myself in a manner which does not bring the fraternity of architects & students of architecture into disrepute.**
- **That as a student I shall recognize and respect the contribution of my teachers and my Institute in shaping my career as an architect.**
- **I promise to abide by this oath throughout my future career as an architect.**

SKNCOA CODE OF CONDUCT & RESPONSIBILITIES

The Sessional-Viva examinations are conducted at the college in accordance with a code of conduct aligned with the End Semester Examination guidelines set by SPPU.

For in-semester examinations, these assessments are scheduled to take place after the first 6 weeks following the start of the semester. These exams are worth 30 marks.

1. The in-semester exam is conducted based on the syllabus, covering the first two units of study.
2. Practice tests and a question bank are provided to students at the beginning of the semester.
3. Office order for paper setting team gets declared 15 days before the In Sem Exam.
4. Subject faculties are required to submit three question papers to the Exam Department three days before the in-semester exam date, all enclosed in sealed envelopes. One question paper is then randomly selected, and this choice is made just 15 minutes before the exam commences.
5. In Semester Examination time table and supervisor schedule gets declared and displayed 15 days before the Exam date.

The Sessional-Viva examinations are conducted at the college at the end of each semester, following a specific code of conduct and in accordance with the guidelines provided by SPPU



1. The Exam Department follows SPPU guidelines when appointing internal examiners from SKNCOA and external examiners from other institutes. These examiners are required to have a minimum of three years of teaching experience to be eligible for appointment.
2. The Exam Department circulates and displays the sessional viva timetable for all academic years in accordance with the exam commencement dates specified by SPPU.
3. Students are required to submit their sessional work for all subjects on the specified day before the conclusion of the semester.

Conducting end-semester theory papers at the college with a code of conduct and in accordance with SPPU guidelines at the conclusion of each semester ensures a fair and standardized evaluation process. This approach promotes academic integrity, transparency, and consistency in assessing students' knowledge and performance.

1. The end-semester theory paper examination timetable is posted once it is received from SPPU, typically around 16 weeks after the commencement of the academic year.
2. Practice tests and a question bank are provided to students at the beginning of the semester.
3. The examination blocks, along with seat numbers, are sealed one day prior to the theory examination. To participate in the exam, students are required to obtain their hall tickets in advance.
4. SPPU sends the necessary stationary, barcodes, holograms, and other required materials for the exam approximately 7 days prior to the scheduled exam dates.

