

## **CODE OF CONDUCT FOR TEACHERS:**

**This code of conduct for the teachers gives a comprehensive and systematic understanding of the expectations from the teachers so that the execution of the academic policies is streamlined and both the teachers and students work together for maintaining and excelling the standards of education and administration.**

### **A - Duties and Responsibilities for Full Time Faculty (including ADHOC and Contract Faculty)**

#### **1. Academic**

- a. Teaching of subjects assigned, working out the course content as per UOP prescribed syllabus, working out teaching plans within the overall matrix of the subjects, coordinating with the FTF and VF team for efficient conduct of classes, preparation of assignment briefs, preparation of lecture notes, presentations, etc. as required, delivering lectures and conducting studios as per schedule, planning and coordinating guest lectures, juries, etc., periodic assessment of submitted assignments, compilation of class wise / subject wise marks and attendance and compilation of the same at midterm for preparing mid-term reports and at the term end for records, conduct of Sessionals and Viva Voce exams at term end, planning and coordinating site visits as required under each subject, etc.
- b. As a policy, every member of the FTF will have to take up at least one theory subject every year (subject that involves SPPU theory paper)
- c. Every FTF member will also have to be a part of planning and coordinating RSP (Relative Study Programme) for various classes (I, II & III B.Arch.) assigned to him/her and accompany students on the RSP (duration may vary from 6 to 15 days as per the requirement of the course), organize and coordinate RSP work (pre – on – post RSP), coordination and completion of RSP report.
- d. Documentation of students' work done for all the subjects at the term end (including Planners, Organisers, TASC & TOSS sheets, Assignment & Project briefs, analysis and conclusions) for record and reference purpose in subject wise box files for each year, photographs and scanned copies of students' selected work (for Exhibition, Yearbook, Brochure, Blog, Website, Posters, etc.)

## 2. Co Academic

- a. Conception, planning and coordination of various academic activities like guest lectures, seminars, competitions, Vertical Studio, workshops, architectural quiz and debates, etc. at Institute level.
- b. Planning and on site coordination of Insight - the Annual Exhibition, PVPCOA including the display of student's work, murals, installations, etc.
- c. Planning and coordination of various academic activities at Inter college level like AQ (the Architectural Quotient, a quiz hosted by PVPCOA), ROOKIES (Asian Contest for Architectural Rookies), Shear Force, seminars, lectures and workshops at inter college level, etc.
- d. Library development: Procurement of new books and periodicals, sorting and listing of available resources, budgets, up gradation of old books, RSP reports and other student's group work as reference studies in the Library, layout and efficient functioning of stacking and reading spaces, etc.
- e. Material museum: Procurement and display of material samples and literature, standardizing various modes of display of materials, accessories, fixtures, systems of plumbing/ electricity/ HVAC etc., finalizing the templates with respect to materials and construction techniques to be put up, procurement of stationery / boards for display, co-ordination with the faculty teaching Building Technology and Materials.
- f. Computer lab: Up gradation and development of computer lab including furniture layout, hardware and software, etc. Upgradation, maintenance, update, coordinating the resolution of issues with systems, internet, printing, LAN, students issues, formulation of the rules & regulations, conducting periodic performance reviews, suggesting the software's and antivirus as required by the faculty team and students, etc.
- g. Practical Training coordination: Preparation of database of professionals from Pune, India and Abroad and coordinating the placement of students, training semester modules and formats, etc.

## 3. Co Curricular

- a. Planning and coordination of Triviarch, Architectural Quotient (AQ), Vertical Studio, 15th August Flag Hoisting, Marathon, 26th January Flag Hoisting, Cyclothon, Annual Cultural, Annual Food Festival, Annual Sports, Shear Force (inter college sports tournament), etc.

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b. Guiding students for various activities like Film Club, Goal Gappe, debate Club, etc.

### 4. Administrative

a. Academic Coordinator: Overall academic policies and strategies, timetables, appointment of Visiting Faculty, allotment of subjects, coordination of overall academic schedules, coordination of pre Term, mid Term, pre Term End and post Term End academic meetings, coordination of Sessional and Viva Voce exams for first and second years, etc.

b. Year coordinator/ Section in charge: Planning and coordination for various lectures, studios, site visits, workshops, etc. for the respective years, preparing teaching schedules (Planners, Organisers, etc.), marks and attendance compilation, counseling students and parents, mid-term reports and pre term end records of students academic performance, studio arrangement, student's class fund, etc.

c. Examination coordinator: Coordination of Examinations, budgets, remuneration, logistics, etc., appointment letters for external examiners, theory paper setting coordination, mark lists (internal and external), examiner's feedback, CAP for theory exams, preparation of results (overall and individual mark lists), Backlog paper coordination, etc.

d. Infrastructure development: Studios and lecture halls development and up gradation including workstations, discussion tables and chairs, soft boards, lockers, etc., Submission Room development, notice boards and display spaces for drawings and models, library stacks and reading area, canteen furniture, murals and installations, site development, etc.

e. Brochure, website and blog: Creating and updating the Institute website and blog (for updates and events taking place in the college) as required, coordinating with the concerned person for regular uploads / updates / changes required in the website, creating and printing of the institute brochure.

f. First Year B.Arch. Admissions and Orientation: Admission procedures, student and parent counseling, preparation of various notices, forms and database, code of conduct, presentations, orientation day schedule and organizing the orientation week.

g. Student's Forum: Guiding the student's Forum in all student activities at college and Inter college level.

h. Hostel: Development and up gradation of Hostel facilities including individual rooms and common facilities like mess, common room, etc., formulating rules and regulations for hostel, etc.

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- i. Conducting of SPPU examinations: Includes senior and junior supervisorship / invigilation, examinations block arrangements, etc.
- j. NATA: Conducting NATA examinations.
- k. LMC: To be a part of the Local Management Committee, preparation of reports, organizing the meeting, compilation of minutes, etc.

Every member of FTF will have to take up at least one Administrative duty form the above list, as assigned by the Director, which goes beyond academics and focuses on the growth of the Institute.

### **B - College Timings:**

Please note the following with effect from March 2013, and to continue in the subsequent academic years:

1. College timings for all FTF: 8am to 3pm, which includes instruction time in lecture hall / studios from 8am to 2.30pm as per Time Table followed by time for assessment, planning, meetings, other academic or administrative work etc.
2. Working days: Monday to Friday (During the 18 weeks semester). FTF may also have to put in work on Saturdays (at least 6/7 days in a semester) for college extra lectures cum Studio / Assessment / Workshops / Guest Lectures / Juries / Site Visits / Events or any other Academic, Co-academic and Co- curricular activities as required / planned through the semester.

### **C: Vacation / Leaves:**

As per the SPPU and Institutes rules regarding the same the permissible leaves for the core faculty are as per **Annex I**, it may be noted that application for leave in the prescribed format (Annex II) needs to be submitted to the Director well in advance for Sanctioning of the Leave (an application over the mail to the Director seeking permission for leave shall also be followed). Intimation given to the Administrative office alone will not mean that the leave has been granted, though Faculty must inform the Office and co-teachers of their absence if they are on leave / office duty. The faculty must fill in the Teaching Duty Distribution Form (Annex III) to make an alternative arrangement of classes / faculty during their absence to make sure the scheduled classes are not hampered. The format for Detention of Faculty members during summer and winter vacation is as per Annex IV which is conveyed to the faculty as per the rules.

The academic calendar / planner for the entire academic session is enclosed (Annex V) indicating the start and end of the semesters, declared holidays during the academic sessions, Schedule of University / PVPCOA examinations and important preplanned events of the college. Note that it is mandatory for all the Core faculty members as well as the students to be present

on the first day of the start of the semesters. A strict action will be taken in case of any absence on these days.

**D : Time-Table, Teaching Workload distribution, Teaching Faculty Details:**

FTF is expected to do full justice to the Academic responsibilities assigned to them including teaching, preparing planners, briefs and notes, collection of submissions, assessments, preparation and consolidation of mark lists, conduct of examinations etc. The semester wise Teaching Workload Distribution (Annex VI) / teaching faculty details including the co-teachers and visiting faculty members (Annex VII) and Time-table (Annex VIII) will be as per mentioned annexure.

**E : Academic Planning:**

The subject teachers must plan the entire teaching course for the semester consistent with the detailed subject syllabus including the submission schedule, corresponding with the academic calendar as per the "Topic Assignment Submission Chart (TASC)" (Annex X) and " Teaching Organiser & Submission Schedule ( TOSS)" (Annex XI) sheets. The Year-Coordinator shall ensure that the TASC and TOSS sheets prepared for all the subjects and filed in the box file called "TASC & TOSS SHEETS". It is expected that the subject teachers retain a copy of the same for their own reference.

The concerned Year coordinators will have to maintain the complete record as per the Site Visits Format (Annex XII) accordingly the buses have to be arranged by filling up the Bus Requisition Form as per Annex XIII. The concerned Year coordinators will have to prepare a Daily organizer and submission schedule for every week of their respective class to maintain a complete record of the major and minor submissions from all the subjects to plan the submissions along the whole term as per the Week Planner Format (Annex XIV)

Every assignment given to the students must be recorded in the Assignment Brief format (Journal – Annex XV.a. & sheet Annex XV.b.), Architectural Design Brief format as per Annex XV.c.. This brief explains all the details of the assignment like what the assignment is, how it is to be completed and submitted, assigned marks for the same and the criteria for marking thus giving a clear and precise idea to the students about the assignments. The copy of the brief will also be filed in the subject file for ready reference.

The resource files for each subject have been created and the subject teachers must file the hard copies of all the new notes, references collected, presentations made in these files to ensure that the teaching resources of the subject continually grow and are available at one place as common reference. The soft files of all such materials must also be filed at the designated directories.

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### **F : Organising seminars, workshops, expert lectures and site visits**

Academic growth both of the faculty and the students is ensured when exposure is given through seminars, workshops, expert lectures and site visits. PVPCOA encourages such co-academic activities and expects that the core faculty members take active part in organising and participating in the same.

For proper coordination and implementation, such activities need to be approved by the Director through an administrative process involving a) Form for Proposal and Approval for Inviting Guest Faculty, b) Expenditure for workshop and seminar, c) Conducting Workshop / Seminar / Site Visit / Guest Lecture / Jury – Basic Data, and d) Detailed programme of proposed workshop / Seminar / Site Visit as per (Annex XVI.a. , XVI.b. , XVI.c. , XVI.d.)

### CORE Team Chart

This chart consists of the basic data of the Mentor, Subject Faculty coordinator, the Student Subject coordinator, Class Representative as per Annex XVII. This information is in the form of Name, Contact numbers, e-mail address and Subjects

### **G : Attendance Record of the students**

As per the University rules, the students are expected to score 75% attendance in the college. The 25% margin in attendance is expected to be for sick leaves, attending family functions and any other personal reasons. The college monitors the attendance of the students very strictly. The students are expected to inform their absence by e-mail to the Year coordinator as a courtesy only. Due cognisance of the absence will be taken by Year co-ordinator in allowing late submissions etc. in consultation with the Director. The students must discuss in advance with the Director long absences due to participation in events which will enhance the personality of the student and be of importance to the college for condoning the same.

As architecture is basically an interactive discipline, the contact time with the faculty, library, studio workshop, must be maintained consistently.

The request for such leave of absence must be submitted within 3 days of finalisation of the dates of the event. Such granted leaves shall be recorded as "A/I" in the Red Register.

Unforeseen absence of the student shall be immediately reported to the college by the student on the landline and by e-mail to the mail address – [pvpcopune@gmail.com](mailto:pvpcopune@gmail.com)

Overall attendance will be taken between 8a.m. to 8.15am by the attendance clerk and handed over to the office by 8.15am. The attendance recorded in the "Red Attendance Register" as per Annex XVIII.a. shall be counted towards minimum 75% attendance required by University.



Subject-wise attendance shall be taken during the lecture / studio by the concerned faculty and shall be considered for assessing the progress of the student in that particular subject. A student is required to maintain an overall and subject-wise of minimum 75% failing which his / her term will not be granted and he / she would be losing the full academic year.

The subject teachers also must take attendance in the class / studio at the beginning of the class / studio and sign the same. The format for the attendance is as per Annex XVIII.b. and must be filled up by the faculty very diligently.

### **H : Academic Record of the Students (Submission & Marks Record, Studio Record Sheet)**

Method of Submission – Every subject has subject co-ordinators appointed among the students per 40 students. The subject coordinators are assigned the tasks of coordination with the faculty members for any instructions, collect / distribute the submissions, organise equipments for presentation etc. The submissions of journals, sheets, models etc are collected by the coordinators and recorded on the Submission Record Sheet (Annex XIX), and handed over to the attendant of the submission room. Faculty members are expected to visit the submission room, and mark the submissions, record the marks in the Submission Marks Record sheet (Annex XIX) and return the same to the submission room attendant. Note that the submissions once taken are given back to the students only 2 days before the viva date for compilation. The submissions must be submitted in the folders, journals, or files with the covers having the prescribed colour codes and stickers (Annex XX) and must be compiled in a neat and tidy manner. Method of Assessment –

Assessment Sheet (Annex XXI.a.)- The assessment list is to be used as a consolidated list keeping record of marks of all the journal assignments, sheets, etc under each subject. Hence, this becomes the common reference of each student for the number of assignments carried out throughout and gives us the overall picture of the academic performance of each student under each subject.

Record sheet for studio discussions - Since the architectural design studios have 80 students per class and 8 nos of faculty members (Generally 4 core faculty & 4 visiting faculty members), 10-11 students shall report to each faculty and 20 students shall report to the Core Faculty. This ensures are all the students are properly tracked and the students are divided equally among the faculty members. Each faculty is expected to enter the points discussed with the students in the Studio discussion Record Sheet (Annex XXI.b.)

Midterm reports, Annual Reports, Progress reports, SPACE sheets, Student Academic Assessment Sheet

- The Year Coordinator is expected to collate all the record of marks of subject submissions along with attendance and prepare Midterm Report in weeks A6 and B6 ( Annex XXII.a.)

Similarly Annual reports shall be prepared in week B18



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A personality assessment sheet SPACE (Annex XXII.b.) is prepared by Year Coordinator for the students of all years only indicative of their overall personality, strengths and weaknesses. This is a very important document which becomes part of the personal file of the student maintained by the College.

Final Progress Report Student Academic Assessment Sheet is prepared by the Year Coordinator and handed over to the parents (Annex XXII.c.)

Result Distribution Day- Since the First and Second year examinations are conducted by the College, the mark sheets of the same are distributed to the students on preceding Saturday of the beginning of the new academic session. The mark sheets are handed over only in the presence of BOTH THE PARENTS and attendance for the same is MANDATORY for the student and his/her parents. All the Core Faculty Members must also be present in the college and carry out the duties designated by the Director. A representative Schedule of Result Distribution (Annex XXIII, XXIV) is enclosed.

We are confident that with the academic environment created at the Institute, all FTF members will evolve innovative and progressive teaching methodologies keeping pace with the demands of the profession, while maintaining a careful balance between experience and experimentation.

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3. A student is required to maintain an overall and subject wise attendance of min 75% failing which, his / her term shall not be granted and he / she would 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 reasons, family commitments and any other activities beyond academic purview.
- b) Parents are hereby requested not to engage students in any family activities or commitments during the academic session, as this kind of involvement shall seriously hamper the academic growth of the students.
- c) Students going for inter college events, Seminars, Sports and other academic activities will be considered for relaxation of attendance provided they are granted prior official permission from the Director. In such cases the submissions shall be rescheduled by the subject faculty co-ordinator. However only those students who maintain a good attendance record will be given preference over others for such activities.

Any absenteeism for whatever reasons must be intimated to the college authorities only by e-mail to Faculty Year coordinator and Faculty Subject coordinator & CC to the Director & Academic coordinator.

- d) No student will join any classes / any Architect's Office without written permission from the Director; as such an activity will be detrimental to the academic commitment of the student.

4. In case a student is absent, parents should not call the faculty to inform on behalf of their ward,

unless there is an emergency.

5. Students should not remain absent on the day before and after holidays / weekends. Students shall report on the first day of the beginning of each term ( at 8 A.M. ), failing which APPROPRIATE DISCIPLINARY ACTION will be taken depending upon the days of absenteeism, including holidays.

6. A student is required to secure atleast 50% marks in the internal assessment for each subject, failing which his / her term will not be granted and he / she shall lose the full academic year though performance at external exam will equally be a determinant.

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### **C : INTERNAL MARKING, ASSESSMENT & SAVITRIBAI PHULE PUNE UNIVERSITY EXAMINATION :**

( refer rule no 4, 5, 6, 7 & 8 of Savitribai Phule Pune University Course Structure )

1. All Assignments are to be submitted on the scheduled day and time as communicated by the respective subject faculty. The same will be collected by the student subject co-ordinator and duly submitted in the submission room under the supervision of Subject faculty co-ordinator.
2. In case a student is unable to submit the same due to some reason he / she may submit the assignment with the permission of the subject faculty at the beginning of the immediate next class of the respective subject with following conditions :
  - a) The assignment submitted at the immediate next class will be stamped LATE and the student can score max. 50% marks irrespective of the fact that the assignment / submission may deserve more due to quality of work.
  - b) In case a student fails to submit the assignment at the immediate next class his / her submission will be accepted only on the written approval of the Subject Faculty Coordinator on verification of reasons of not submitting. ( Application must be forwarded by the subject faculty to the year co-ordinator with recommendations )
3. In case a student fails to appear for the class test / time bound assignments conducted he / she will lose complete marks for the test / time bound assignment.
4. Assessment for all subjects will be done jointly by all the concerned teachers. In case assessment of a certain assignment is divided amongst 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 min. 50% marks in every subject for passing in both sessional & written exam, and minimum 45% marks in all theory exams for all subject heads. The student should also secure an aggregate of 50% marks in theory and sessional exam put together, failing which he / she may have to repeat the entire academic year and take fresh admission in the subsequent year on paying the full fees. (For further details please refer SPPU rule no.5,6,7,8 & details reproduced below )
6. As per the rule of Savitribai Phule Pune University a student shall be allowed to keep term ( ATKT ) for the next year of study of the course if he / she has a backlog of not more than FOUR HEADS of passing in the preceding year. (For further details please refer SPPU course structure rule no.5,6,7,8 & details reproduced below )

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7. 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.

### **D: Examination / Assessment Rules & Regulations as per SPPU Course Structure :**

1. Examination Consisting of :

#### **STAGE I (Total credits of Stage I = 144):**

1. I B.Arch. Semester I & II exams
2. II.B.Arch Semester III & IV exams
3. III.B.Arch. Semester V & VI exams

#### **STAGE II (Total credits of Stage II = 70):**

4. IV B.Arch. Semester VII & VIII exams
5. V B.Arch. Semester IX & X exams

#### **Total Credits of the Course = Stage I + Stage II = 214**

a) As per the rule of Savitribai Phule Pune University Academic year shall consist of two semesters of 90 teaching days each. The candidate will be permitted to appear for examination only if he/she produces testimonials from the Principal of the College for :

a) 75% attendance in each head of passing of theory and/ or sessional work as prescribed by the University.

b) Satisfactory completion of the sessional work prescribed for each subject and securing minimum 45% marks in the Internal assessment for the same.

b) A student shall be promoted to higher class only if he/she has scored minimum 45 % marks in each theory / sessional / sessional and viva-voce head and minimum 50% aggregate.

c) Candidates admitted to the course shall complete the first stage within five years of admission to the course and the aggregate marks of F.Y, S.Y., and T.Y. at the end of Stage I should not be less than 50%.

The rules of passing, ATKT, Assessment of Grade point average, theory papers , sessionals and sessional viva etc. shall be as per the Savitribai Phule Pune University, displayed on the website

. The detail examination schedule shall be decalred at the beginning of the semester by the Savitribai Phule Pune University.

### **E : EXAMINATIONS :**

- a) All the examinations will be conducted at University level.
- b) In-Semester Examination : Shall be carried out at concerned college by appointing examiners from the panel given by the 32/5 committee of the University and the result to be conveyed to the University.
- c) End-Semester Examination : Shall be carried out at concerned college as per the University schedule of examination program and the question paper will be made available by the University.

### **F: RESULT**

Based on the performance of the student in the semester examinations, the Savitribai Phule Pune University will declare the results and issue the Semester grade sheets.

The class shall be awarded to a student on the CGPA calculated in SPPU rule no. 11(3). The award of the class shall be as per the table no. 3 below.

Sr.No. CGPA Class of the degree awarded

- |   |                                 |                              |
|---|---------------------------------|------------------------------|
| 1 | 7.75 or more than 7.75          | First class with distinction |
| 2 | 6.75 or more but less than 7.75 | First class                  |
| 3 | 6.25 or more but less than 6.75 | Higher second class          |
| 4 | 5.5 or more but less than 6.25  | Second class                 |

\* (For further details please refer SPPU Course Structure )

### **G : MID TERM REPORT \* :**

( \* Subject to change / modify as per SPPU Rules & Regulations )

1. The complete academic calendar is of 32 weeks and is divided in TWO SEMESTERS of 16 weeks each with a Savitribai Phule Pune University SESSIONAL as well as WRITTEN EXAMINATION at the end of each semester and year.

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- Attendance and academic record of the students will be communicated to the students at the end of the 9th week and reviewed in 14th week of the 1st Term and also at the end of the 9th week and reviewed in 14th week of the 2nd Term.
- The attendance performance and academic performance of the students in the form of midterm report will be posted to all the parents under certificate of posting in the 9th week of both the terms.
- The report will clearly state the attendance record and academic performance of the student in all the subjects indicating likely eligibility of granting of term and detention for sessional and viva examination of the Savitribai Phule Pune University to be held at the end of 16th week of each term.
- It would be responsibility of the parents to contact the college if they do not receive the midterm report after the end of 10th week from the date of commencement of college and the college will not be responsible for non receipt of the same due to postal lapses or any other reason.
- It would be the responsibility of the parent to come and discuss the midterm report ( with prior appointment form Director & Year co-ordinator ), particularly for the students who are short on attendance and poor in academic performance with the subject co-ordinators, year co-ordinator and the Director.
- Parents are advised to keep track of their ward's progress from time to time particularly in the beginning of the year, so that their ward's progress is monitored in the beginning itself ( 1st term ) so that it does not come as a shock / surprise to the parents, that their wards performance is not up to the mark, at the end of term / year.
- The list of detained students will be put up on college notice board at the end of 14th week of each term and will be communicated to the parents by UPC.

### **H : TERM END AND ANNUAL RESULT:**

- Parents are expected to come and collect their ward's result personally for the first two years at the end of each term, regarding which they will be intimated in advance. Result will be handed over to the students only in the presence of their parents. The result from third year onwards will be handed over to the students directly. It will be deemed considered that the same has been communicated to the parents by their ward.
- Along with the result a SPACE Sheet ( Strength, Potential, Attitude, Character and Evaluation Sheet ) will be given to all the students, at the end of every academic year, which will guide the students to understand their strength and weaknesses and develop the required skills and build a strong character while seeking the education in the institute during the entire academic sessions.

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( enclosed a copy for your reference and study )

3. Pink Slip will be issued to the students who fail in the SPPU Exam / get ATKT in the SPPU Exam.

### **I : STUDIO WORKING :**

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

2. Students will be required to contribute some fixed amount of contribution per month ( as per requirement ) with the CR towards class fund which will be used for joint study materials, model material, group submissions, etc.

3. It is compulsory for the students to work in the studios and try to finish the assignments during the lecture / studio hours under the guidance of the faculty.

4. No spillover work in ADG & BTM for 1st and 2nd Year will be permitted to be carried over at home / hostel, for other subjects it will be permitted as per the discretion of the subject teachers.

5. Student should store all drafting equipment and all necessary stationary in surplus in their personal lockers provided by the college, so that time is not wasted in procuring the same during the college hours.

6. In case the student wants to work in their respective studios after 5:30 pm upto 8:30 pm, they should fill up the respective form for permission and get it approved from the Director, as far as possible a day in advance, as necessary arrangements need to be made.

7. For working in Studios at night, students will be held responsible for any misconduct or any other eventualities. The students must take permission for working at night in the studio from the concerned subject teacher from the full time faculty / year co-ordinator and the Director a day in advance, by filling up the required form.

8. For easy identification and segregation, all portfolios, journals, files must be submitted using the colour and medium mentioned for each subject in submission colour code brief put up on the notice board for respective years.

9. Each portfolio, journal, file must bear the name, year, roll no., date / academic session and 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.



10. It is compulsory for all students to work in studios on Saturday on the assigned work, given by the concerned faculty.

11. In case of any help or clarification required regarding any assignment / submission you may approach the concerned subject teacher, year co-ordinator and the Director.

#### **J: SITE VISITS:**

1. The institute conducts site visit from time to time and these are compulsory for all students and attendance for the visit shall be strictly monitored.

2. Students must carry all relevant drawings, data, stationary, equipments, etc. for the site visit as per the orientation lecture given by the concerned faculty member about the topic, content, purpose of the site visit.

3. Students are expected to do self study of the subject before the site visit so that a comprehensive analysis can be carried out as it is generally not possible to visit the site again.

4. The site visits are organized with a lot of effort hence maximum advantage should be taken by the students to develop their overall perception and knowledge about the subject.

5. Site visits will be identified, organized and co-ordinated by the faculty, students are expected to assist them in the process.

6. Transportation charges per year are separately payable by the students for all the site visits in & around Pune.

7. Every student must wear college Identity Card for all site visits and should strictly follow Dress Code as mentioned by Faculty Subject co-ordinator.

8. It is compulsory for all the students to travel by college bus for all the site visits.

#### **K : RELATIVE STUDY PROGRAM ( RSP ) :**

1. RSP for respective years are conducted from time to time and are compulsory for all the students.

2. Each RSP is formulated in advance and is related to the academic curriculum of respective year. Studies conducted during the tour are to be submitted as a comprehensive study tour report which is assessed as a part of sessional work.

3. Each RSP will be accompanied by the faculty member / members of the related subject, and will help and guide the students in conducting the studies and preparation of the RSP report.

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4. Students must carry all relevant drawings, data, stationary, equipments, etc. to the site visit as per the orientation lecture given by the concerned faculty member about the topic, content, purpose of the study tour.
5. Students are expected to do self study of the subject before going for the site visit so that a comprehensive analysis can be carried out as it is generally not possible to visit the place again, and any data missed may become a hindrance in preparation of RSP report and progress of the architectural design studio.
6. During first, second and third year the RSP will be part of respective architectural design studio and a complete design project related to the context will be carried out during the following semester.
7. The RSP is to be funded totally by the student except that the college will be issuing the necessary railway concessions for the train journey. The cost of the study tour will be related to the place of travel and duration of the tour.
8. Students are not allowed to leave in between RSP or go to home towns.

### **L : SUMMER & WINTER INTERNSHIP & EXPOSURE:**

1. In the summer & winter break student should be associated and work with some of the professionals of the same or allied fields.
2. Summer and winter internships are encouraged for the overall development of the students.
3. Final year internship has to be done outside Maharashtra.

### **M : GUEST LECTURES / WORKSHOPS / SEMINARS:**

1. The institute conducts guest lectures, seminars, workshops, related to various topics with various national and international speakers from time to time and these are compulsory for all the students and attendance for these shall be strictly monitored.
2. Students are expected to take notes using script, graphics, and 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 Architectural Design submission.
3. The guest lectures & workshops are organized with lot of effort and so maximum advantage should be taken by the students to develop their overall perception & knowledge about the subject.



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College of Architecture, Pune  
**PVP CoA, PUNE**

Vivekanand Institute of Technology's

**Padmabhushan Dr. Vasantdada Patil College of Architecture,**

Address: 274/2, 275/2, 282, Aditya Nisarg, at post Pirangut, Tal. Mulshi, Dist. Pune-412115, Maharashtra.

## Code of Conduct

4. In case of absenteeism for such events the students will be liable to pay a fine/ appropriate disciplinary action will be taken as decided by the authority and same will be deposited in Student Welfare Fund which will be used for needy students.
5. The institute encourages participation of students in all allied architectural activities organised by various organizations such as (IIA, IIID, AESA & FEED) in the city. Participation & attending the same would broaden one's horizon and help in developing the skills required for the intellectual growth of the student.

### **N: 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. Any new rule made or amendment to the code of conduct will be applicable for all the academic years from day of issue of such additional amendments.
3. The institute firmly believes in safety of students and reducing the carbon footprint ( which as budding Architects they should be concerned of ) therefore has made arrangement of bus service from different locations of the city to college on daily basis. Students are expected to travel by bus and not by two wheelers / four wheelers. Therefore the bus service is compulsory for the students of 1st to 4th year B.Arch classes. By availing the bus service the students of PVPCOA will directly contribute towards creating a healthy & livable environment on the Planet.
4. In case of any emergency if the students have to travel by two wheelers, it will be entirely at the risk of parents and their ward. It is compulsory for the students to wear helmet if they are travelling by two wheeler.

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