Code of Ethics for the Faculty

1. The first basic responsibility of the teacher is the pursuit and dissemination of knowledge and understanding through teaching and research. Teachers must devote their energy conscientiously to develop their scholarly competence and effectiveness as teachers.
2. They must be conscientious in the preparation and organization of their subject matter and should revise this periodically in the light of development in their fields.
3. They must conscientiously strive to improve the methods of presentation of their subjects to their students.
4. They must encourage the free exchange of ideas between themselves and their students.
5. They must always be fair to their students. It is unbecoming for them to exploit students for their private advantage. It is unethical for them to utilize the work of students in a publication without appropriate attribution.
6. They are guilty of unethical conduct if they act so as to prevent the fulfillment of these responsibilities by themselves or by other members of the academic community.
7. They must keep in confidence all privileged information gained about a student, whether concerning academic progress, personal life or political and religious views. Nevertheless, they may reveal information about the academic standing of students in response to a request from a reputable source; they may refer to the student's character only insofar as this is relevant. When acting as referees, they must strive to be fair and objective.
8. They must respect the right and dignity of the students in expressing his/her opinion.
9. They must deal justly and impartially with student regardless of their religion, cast, political, economic, social and physical characteristics.
10. They must recognise the difference in aptitude and capabilities among students and strive to meet their individual needs.
11. They must encourage students to improve their attainments, develop their personality and at the same time contribute to community welfare.
12. They must inculcate, among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
13. They must be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
14. They must pay attention to only the achievement of the students in the assessment of merit.
15. They must make themselves available to the students beyond their class hours and help and guide students without any remuneration or reward.
16. They must aid students to develop an understanding of our national heritage and national goals.
17. They must refrain from inciting students against other students, colleagues or

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administration.

18. They have the obligation to defend the right of their colleagues to academic freedom. It is unethical to act so as deliberately to infringe that freedom.
19. They should refrain from denigration of the character and competence of their colleagues. When presenting a professional judgment on a colleague at the request of an appropriate university committee or authority (e.g. a committee dealing with appointments, tenure, dismissal or research grants), or in any other forum, they have the obligation both to the colleague and to the University to be fair and objective.
20. They have the responsibility to acknowledge in their scholarly lectures and publications, academic debt to colleagues and students.
21. It is unethical to exploit the unpaid work of colleagues for personal gain.
22. The time involved in any consulting or related work and the nature of such work, involving payment to the faculty member by any person or organization other than the University/College must be disclosed to the appropriate authorities.

On Plagiarism

Contents of Project/Thrust area Seminar/Articles/Papers should be checked through plagiarism software to make sure it is not a copied material.

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Functions and Responsibilities of Staff working committees in the Institute

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with HODs for one academic year or until new committees are constituted.

The outgoing Conveners/ In-charges of the committees are expected to hand over all the relevant documents/files to the new Conveners /In- charges in the presence of the Principal or a representative appointed by him. The handed over documents shall be also signed by all the three mentioned above.

The procedure followed for constituting a committee is as follows:

1. A notice is circulated among the faculty inviting their choice of preference of committee. If the preference made by the faculty is found suitable by the team (Principal and HOD) they may approve the same.
2. However, it is the Principal's prerogative, along with the HOD, to appoint faculty to various committees.

1. Examination Committee

The Examination Committee is an apex body of the Institute which is headed by Examination In-charge (EI), and is facilitated by three sections: Examination, Record Maintenance and Administration.

Objective: To help and ensure smooth and orderly conduct of examinations as per guidelines issued by the University of Mumbai from time to time.

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Responsibilities

1. To carry out examinations(All regular , ATKT internal assessment and practical/ Oral) and keeping record of each and every issue related to the examinations.
2. The Exam Cell shall distribute the Exam Forms of the University of Mumbai to regular students (the fees for the same are collected as part of the college fees) and collect them back after having them duly filled in. After verification, the Exam Cell shall forward the same to the University of Mumbai within the stipulated time period.
3. The Exam Cell shall put up notice inviting ATKT students to have the exam form collected and returned on time.
4. The Examination Committee shall prepare relevant time tables for our College based on the Examination Time Table of the University of Mumbai.
5. The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board and Blocks.
6. The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List on the Staff Notice
7. The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
8. All the results (First Year to Final Year) shall be published online through the college website. A copy of the same shall be sent to the respective HOD.

2. Anti Ragging Committee

Objective: To ensure honesty and fairness during examination, to assist the college authorities in promoting and maintaining discipline in the institute and prevent ragging, in any form.

Responsibilities

1. It shall be the responsibility of Exam Supervisors (University Exam/Class Test) to report in writing any malpractice or anomaly found during the examination to the Principal.

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2. The Principal in turn shall hand over the matter to the Committee.
3. To promote and maintain discipline in the institute by pro-actively assisting the college authorities, HODs, Principal by involvement and giving suggestions
4. To prevent anti-ragging by students in the institute by pro-actively involving, giving wide publicity to prevent ragging, taking rounds and taking preventive measures.
5. To take preventive steps such as issue of notices, warnings, instructions, regulating certain actions etc. against individual or collective indiscipline.

3. Time Table Committee

Objective: Smooth and efficient management of academic program through the semesters.

Responsibilities

1. To prepare the class time table at the beginning of each semester by collecting data on teaching load distribution of individual faculty members from the department, sharing teaching load from other departments, Lab-wise subject allotment, assigning of classrooms and tutorial rooms, assigning of common resources (classrooms, labs, tutorial rooms which are shared) and taking into account department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times etc.).
2. To prepare the Departmental Academic Calendar.
3. With the information gathered, prepare the class time tables in the prescribed format.
4. By referring to the class timetables, prepare the timetables of individual faculty members and labs.
5. Communicate and widely publicize the class time tables and Departmental Academic Calendar to staff and students.
6. Display of the class time tables on notice board for student's reference.

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4. Attendance Committee

Objective: To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree.

Responsibilities

1. Prepare attendance sheet semester wise.
2. Intimate subject teachers to complete online attendance on a daily basis.
3. Display the attendance list for the information of the students.
4. Generate the defaulters' list and mail them to respective parents /guardians.
5. To encourage participation from students in College activities like IRIS, MOSAIC and Annual day, 15% attendance shall be given for event coordinators and 10% to others, who participate, provided they submit necessary permission granted by the concerned authority for the same and fulfill 75% attendance criteria at the end of the semester in the concerned subject.
6. Submit the duly filled in attendance sheet at the end of the semester to the assigned lab assistants.
7. After the display of the defaulters' lists, in case of any discrepancies, verify the same and rectify if necessary within two days of display.
8. To meet guardians of students defaulting in more than 50% of heads. Explain the importance of attendance and other college activities and collect the undertaking from parents.

5. Website Committee

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Objective: To ensure that the college website is regularly updated, improved and well maintained. To promote departmental events on social media.

Responsibilities

1. Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the department at all times and removes the incorrect and irrelevant data.
2. Collect information about the latest events in the department, achievements etc and get them posted on the website by way of write ups and pictures etc.
3. Update all communication, notices, announcement, etc. on a regular basis.
4. Strive to make improvement in the website with respect to design, preventability, etc. on a continuous basis.

6. Library Committee

Objective: To function as a channel between the departmental library and its users.

Responsibilities

1. To formulate Library policy.
2. To look after general maintenance of the library in terms of reading material and infrastructure.
3. To effectively involve in fostering the reading habit of staff and students.
4. To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.

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7. Alumni Committee

Objectives:-

1. To significantly increase alumni interaction with the institution.

2. Fostering and keeping alive loyalty to the institution and creating concern for its welfare.

3. Inculcate exchange of ideas among alumni and between alumni and students

4. To assist current students to achieve their goals by means of mentorship and scholarship setup through Alumni.

Responsibilities:

1. To maintain an up-to-date and detailed database of the alumni
2. To highlight the success of alumni to improve the credibility and reputation of the university.
3. Plan and promote a platform for interaction between all stakeholders.
4. Promote the interests and welfare of alumni association
5. Maintain cordial relationship with the alumni body
6. Assist management in creating an environment in the college which is enables students to have far-lasting memories

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Code of Ethics for the Students

General Rules and Regulations

The college gives utmost priority for discipline and every one, student or staff, is bound to follow the rules and regulations of the college and maintain strict discipline. Under disciplinaryaction, the principal is empowered to take required disciplinary action against the students fromthe college in the interests of the institution.

Do's

1. Students should be regular and punctual to the classes.
2. Students should be well dressed.
3. Students are expected to look at the notice boards every day.
4. Students should attend the lectures on time as per the given timetable.
5. Students should maintain perfect order and strict silence inside the lecture halls, studios and laboratories.
6. Submissions given in a particular class should be submitted before the next lecture/studios class.
7. Assignments given to the students should be submitted before the due date for consideration of internal assessment marks.

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8. A minimum of 75% attendance in each semester is compulsory as stipulated by Mumbai University.

9. All boys & girls should wear formal dresses with shoes on every Architectural Design Studio/Design Dissertation Studio day as per the time table.

10. Students must submit leave letter for their absence with the signature of the parent / guardian to class in-charge.

11. Students should attend meetings, functions and other activities of the college in time.

12. Dress in a manner that is appropriate for an academic environment.

13. Treat all members of the College community with respect and courtesy.
14. Respect the facilities, books and resources provided to assist you in your studies.

15. Comply with the College's IT policy.

16. Follow the College's health and safety policy and be mindful of the safety of yourself and others.

17. Wear your College ID badge at all time on campus.

18. Use of Mobile Phones during Academic activities is Prohibited.

19. Students are advised to switch off fans and lights when they leave the class rooms/studios/LABS.

20. Students have to take without fail all the necessary items such as hall ticket, admit card, pen, pencil, calculator, scale, rubber, etc., to the test / exam hall.

21. Every Student shall conduct oneself in such a way to cause no disturbance to the working of the classes or to fellow students.

Don'ts

1. Sleeveless t-shirts, shorts, three fourths are strictly prohibited.
2. T-shirts with tags and messages are not allowed.
3. Students should not roam outside the class and disturb the class.
4. The classroom and college premises should be kept clean. Students must use the dustbin

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to throw waste and garbage.

5. Use of mobile phones in campus is strictly prohibited.

6. Any student found indulging in malpractice in the tests/exams would be debarred for the rest of the tests/examinations. Any case of malpractice in the University examinations will be reported to the University.

7. Ragging and eve-teasing in the college campus premises are banned as per the order of Govt. Indulging in ragging and eve-teasing will attract punishment as stipulated by the Govt. of India & Mumbai University.

8. Writing on walls, pillars, bath rooms, and furniture or black boards is strictly prohibited or doing any other kind of damage to the college property is strictly prohibited. Students responsible for any such deliberate damage will be severely punished.

9. No function shall be arranged by the students in college campus without prior permission from the Principal.

10. The cost of any damage, if caused to college property will be charged to the accounts of the students responsible for the damage in addition to disciplinary action.

11. No one will be allowed to whistle, hoot, shout or sing aloud in the class/labs/college campus. They are also not allowed to throw papers or other articles in the campus.

12. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to write the university examinations.

13. Staff and students are not allowed to misuse the internet facilities.

14. Furniture in the class rooms and labs should not be moved or displaced.

You Must Not

1. Bring outsider into the College campus. Any visitor must be taken to check in at reception. If you are aware of any unauthorized visitors, you must report this to a staff member.

2. Smoke or use e-cigarettes on any part of the College campus.

3. Bring alcohol onto the College premises or be under the influence of alcohol at any time during the College day.

4. Drive any motorised vehicles into the College campus unless with permission.

5. Be in possession of any bladed articles, offensive weapons or firearms.

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6. Be in possession of illegal substances or bring such substances onto the College campus.

7. Be under the influence of illegal drugs, legal highs or any other non-prescribed psychoactive substances.

8. Engage in any violent or threatening behaviour.

9. Bully, harass or discriminate against any member of the College.

10. Use College facilities to send or view any obscene, offensive or illegal material

11. Behave in a manner, within or outside College, that may bring the College into disrepute. This includes any criminal or antisocial behaviour.

On Plagiarism

Contents of Project/Thrust area Seminar/Articles/Papers should be checked through plagiarism software to make sure it is not a copied material.

University Exam Rules & Grading System.

Minimum Credit Required.

The minimum credit required for award of a B.Arch. degree is **as per University of Mumbai gazette norms.** This is normally divided into Theory courses, sessional, Viva-voce, tutorials, laboratory courses, seminars and projects in duration of ten semesters. The credits are distributed semester wise as shown in the structure and syllabus manual of each programme.

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Examination / Assessment & Grading. Attendance

Attendance for all Theory, Tutorial, Studios, Seminar and Project/Dissertation is compulsory. As per the University Ordinance 75% attendance is compulsory for keeping the term.

Modes of Evaluation for Theory Courses.

Relative weightage for Internal Assessment, the end semester examination will be held as per the university schedule and the relative weightage for this would be typically as per University of Mumbai norms.

It is normally of 2 to 3 hours duration and will cover the full syllabus of the course. The end semester examination is mandatory. The grade for theory courses can be awarded only after successfully completion of both Internal Assessment and End Semester Examination of the respective course.

Modes of Evaluation for Studio

The assessment in a studios will be based on regular supervision of the learner's work, her/his performance in viva-vose examinations, the quality of their work as prescribed through A4 reports, sheets, etc. and an end semester test that contains performing an experiment if practical examination is mentioned.

The grade for every courses can be awarded only after successfully completion of Term Work, Drafting, sketching and/or Viva-voce examination as per the curriculum manual of the respective programme.

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Modes of Evaluation for Seminars

Seminars are evaluated based on a written report, and an oral presentation before a panel of examiners appointed by the University.

The grade for Seminar can be awarded only after successfully completion of Term Work and Oral Presentation as per the curriculum manual of the respective program.

Modes of Evaluation for Projects/Dissertation

B.Arch. Project: Project-I and Project-II are separately graded, at the end of the respective Semesters. These projects are supervised or guided, and need regular interaction (at least once a week) with the supervisor/guide.

Project group has to submit a project report and defend it in front of a panel of examiners.

Project is a part of term work; the project report will not be accepted if students fail to complete the project successfully.

The grade for Project can be awarded only after successfully completion of Term Work and Oral Presentation as per the curriculum manual of the respective programme.

Grading of Performance

The student is awarded a letter grade. Which not only indicates a qualitative assessment of the learner's performance but also carries a quantitative (numeric) equivalent called the Grade Point.

The letter grade and its equivalent grade point applicable for undergraduate programme are given below:

Percentage of Obtained	Letter Grade	Grade Points	Performance
80.00 and above	O	10	Outstanding
75.00 – 79.99	A	9	Excellent
70.00 – 74.99	B	8	Very Good
60.00 – 69.99	C	7	Good
50.00 – 59.99	D	6	Fair
45.00 – 49.99	E	5	Average
40.00 – 44.99	P	4	Pass
Less than 40.00	F	0	Fail

Heads of Passing

Internal Assessment (IA) and End Semester Examination (ESE) should be two separate heads for passing. Apart from these, Viva-Voce examination also should be independent head/s of passing.

Note: Even though Term Work is not a separate head of passing, a learner should satisfactorily complete Term Work in all courses for a particular semester as per syllabus to be eligible to appear for any form of examination.

Promotion of Learner and Award of Grades

A learner will be declared PASS and eligible for grade in a particular course of undergraduate programme if, A learner secures at least 50% marks in each head of passing mentioned above.

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<div align="center">OR</div>

If learner **fails in Internal Assessment** but secure **more than 50% in total (Internal Assessment + End Semester Examination)** in that course.

Re-examination of Internal Assessment and End Semester Examination

Re-examination for Internal Assessment should be completed before the commencement of next semester theory examination.

Re-examination of Internal Assessment will be based on single examination having same marks as of original assessment. A learner who supposed to reappear for Internal Assessment will be given some work by the concerned teacher. The work assigned can be of the form of a course

project/ assignment problems/ test/ tutorials etc. A learner will do the submission of the assigned work in the predefined period. Records should be maintained properly for all the re- examinations as well as Internal Assessments.

Re-examination of End Semester Examination will be conducted as per the schedule planned by University of Mumbai.

Allowed to Keep Terms (ATKT)

1. A learner shall be allowed to keep term for Semester II irrespective of grades obtained in each course of Semester I.

2. A learner shall be allowed to keep term for Semester III if s/he passes each of Semester I and Semester II

<div align="center">OR</div>

3. She/he fails in not more than eight heads of passing of which not more than five shall be in End Semester Examinations of Semester I and Semester II taken together.

4. A learner shall be allowed to keep term for Semester IV irrespective of grades obtained in each course of Semester III.

5. A learner shall be allowed to keep term for Semester V if s/he passes in all heads of

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Semester I, Semester II, Semester III and Semester IV

OR

S/he has passed in all heads of Semester I and Semester II and fails in not more than eight heads of passing of which not more than five shall be in End Semester Examinations of Semester III and Semester IV taken together.

6. A learner shall be allowed to keep term for Semester VI irrespective of grades obtained in each course of Semester V.
7. Note: Grade AB should be considered as failed and treated as one head for deciding ATKT

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Rules and Regulations for Departmental Library

1. Every staff / student of the department is eligible to issue books from departmental Library.
2. Books borrowing limit: Faculty – 2, Non-Teaching staff – 2, Student – 3.
3. Books are to be handled very carefully. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay double the cost of the book as fine.
4. Members before issuing book must satisfy themselves as to whether the books which they intend to borrow are in good condition and any damage should be immediately report to the library staff, failing which the member to whom the book was issued will be held responsible.
5. Members are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
6. The borrowed book should be returned on or before due date, If not, overdue charge will be collected.
7. If the due date falls on holidays, return can be done on the following working day without fine.
8. The members will be responsible for any loss or non-return of books issued.
9. Similarly, the staff members who intend to leave the college should settle all the dues and obtain "NO DUE CERTIFICATE" from the library.

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Rules and Regulations for Lab/Internet Lab

1. Access to the Internet is a privilege, not a right.

2. Students should enter the required details in laboratory muster without fail.

3. Students must produce Identity Card, to utilize the lab resources.

4. Students are not allowed to download pictures, music, videos or files without the permission of a staff.

5. Log-on with your assigned username and password for your use only.

6. Food or drinks are not allowed inside the computer lab.

7. Do not install software without permission.

8. Do not remove or disconnect parts, cables, or labels.

9. Usage of storage devices (CD, DVD, Pen Drive, External HDD, etc.) is prohibited.

10. Sites including chat rooms, instant messaging (IM), social and adult sites are strictly prohibited.

11. No Internet/Intranet gaming activities allowed.

12. Do not personalize the computer settings. (This includes desktop, screen saver, etc.)

13. Follow the printout timings as per timetable & the slot mentioned

14. Maintain silence inside the lab.

15. Lab Access apart from the schedule will only be granted with acquired permission from authorized departmental staff.

16. Log-off — leave the computer ready for the next person to use. Pick-up your materials and arrange the chair.