



!! SHREE GAJANAN MAHARAJ PRASANNA !!

P. R. PATIL COLLEGE OF ARCHITECTURE

Pote Estate, Kathora Road, Amravati (M. S.)

Ph. No. 0721 – 2530089, 2530344 Fax No. 0721- 2530341

E-mail : prparchitech@gmail.com,

Code of Conduct for STUDENTS

All the students of this college are hereby informed that, in view of keeping the smooth Academic Environment and to maintain the discipline in the College Premises, everybody is appealed to strictly adhere to the following instructions:

- Wearing 'I-Card' in campus is compulsory so as to restrict outsider from doing any nuisance.
- Everybody should wear the college uniform on the said days of the week.
- Attendance in the classes is compulsory; otherwise student will undergo a strict administrative action as per rule.
- Everybody should be Punctual for classes and should avoid late coming.
- Gate-Pass is compulsory for leaving the Campus, during College time. Students will be allowed only if there is certain urgency or has some important reason.
- Everybody should try to communicate in English within your groups.
- Everybody should participate whole heartedly in college / Students Activity hour.
- Utilize library hour for gaining Over and Above knowledge
- Everybody should understand the Internal Assessment Norms for gaining the Term-Work Marks. "Earn the maximum Term-work marks"!
- Try to develop your habit of doing Smart Work, Managing your Time and Resources
- Use the Power of Positive Thinking and Believe in Yourself.
- Not consume narcotics nor purchase contraband articles nor indulge in drug and /or human trafficking nor indulge in any criminal activities don't consume intoxicants in public place.
- Park vehicles in the areas allotted by the campus authorities.
- Make use of vehicle horn only when essential.


Principal
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Code of Conduct for TEACHERS

1. Commitment to the Profession

- To enrich the profession by achieving individual and team goals by means of illustrations, presentation, experimentation & researches.
- A faculty member must adhere to the policies and standards set out by profession.
- Improvement & updating are to be adapted in subject content and way of teaching.
- Maintain the confidentiality of information gained within the framework of law & not commit anything that would defame the profession.
- Have courage to differ in opinion and point it out and should respect the differences
- Lawfully administer in different capacities, prepare and maintain documents, justify one's stance, protect the weak from acts of wrong doers and its repercussions
- Set deadlines and follow deadlines set for teacher.
- Devote full working time for relevant activities and shall not perform irrelevant activities fetching direct/intangible/fringe benefits
- Help to organize co-curricular/extra-curricular/Value Added/Skill development Programs aiming at overall development of students.

2. Commitment to Institute/wellbeing of institute/Colleagues

A faculty member should

- To abide by the regulation and framework set by the management of the institute.
- To offer the suggestions beyond the framework towards betterment of the institute if it deems fit.
- Not interfere with the free participation of colleagues in the affairs of their association.
- To maintain honesty & integrity towards institute.
- To maintain harmony among the colleagues without piping in their individual spaces & helping them in their professional betterment.
- Don't do anything to sabotage the system set and Obey verbal/written directives of superiors.
- Not consume narcotics nor purchase contraband articles nor indulge in drug and /or human trafficking nor indulge in any criminal activities don't consume intoxicants in public place.

3. Attendance, Leave and Absence

- A faculty member should record biometric while leaving and re-entering the campus every time on same working day.


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4. Commitment to Students

- To present oneself as mentor, guide, philosopher and friends to students.
- To uplift moral & professional values among the students by ones example.
- To be available to the students for their academic and occasional personal difficulties.
- To treat all students at par irrespective of their caste/creed/race/religion/financial status/societal status/closeness to people at helm and should always exhibit consistency, firmness and
- Logic/understanding while analyzing and deciding situations resulting in disciplinary actions on all concerned. Students follow such teachers as their idols.
- To develop student as a responsible citizen exhibiting/demonstrating high values and to Encourage students to protect, to show respect and appreciation of private (personal) and public property.
- Exemplify how to differentiate right from wrong and justice from injustice. A teacher also should insist and tell students that they should stand by the right people.
- Not indulge in delinquencies/instigating students or subordinates to do anything that would put the institute in jeopardy.

5. Commitment to the Society

- To reciprocate social aspirations and grievances toward an Institution & education system as a whole by means of knowledge and researches, illustration & innovations.
- For acquiring trust of public at large and to make education effective all staff of institute must co-operate with society and adhere to any responsible pattern of behavior and values accepted by the society for professionals.
- To address the specific issues of the specific society as and when they arrive by means of institute level missions involving students and staff.


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Code of Conduct for PRINCIPAL

- To nurture good ideas about profession in the society.
- Develop and execute strategic plan in compliance with the mission and vision.
- To tap raw talent among the student and develop it into social asset by motivation and support.
- To disseminate novel and innovative concept in the society by virtue of students work.
- To create caste free, religion free and gender equalizing architectural community committed for development of social values and sustainable living.
- Always maintain channels of communication with the management, staff and all the stakeholders.
- Follow all protocols for formal conduct at various in-house functions and in the society.
- Plans utilization of the resources in optimum manner.
- To seek for continuous and all-round development of teachers by offering them opportunities and platform for their hierarchical and lateral growth.
- Make decision based on the facts and in the greatest interest of the college and student community.
- Make proper use of authorities and do not make misuse of the position and privilege.
- Honor all the administrative, academic and social; commitments
- Provide healthy work environment.
- Review overall conduct of academic, research and collaborative activities regularly.


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Code of conduct OFFICE SUPERINTENDENT

- Scrutinize Admission & Eligibility documents and registers of admission.
- Supervise and maintain personal files of staff and faculty.
- Maintaining P.F. account as the case may be.
- Keeping discipline and work schedule of class IV employees.
- Scrutinize attendance register of staff and put up to the Principal for his counter signature daily.
- Maintain records of compensatory off and see that the same are availed in the subsequent week/ Month.
- Maintain casual leave register, movement register for staff under office administration.
- Supervise daily reports received from security section and other sections -of the college.
- Maintain key board and supervise key movement register.
- Initiate disciplinary action wherever necessary on instructions of principal
- Render/Guidance/Assistance to Accounts & other Sections whenever required/ask for.
- Assistant Principal in receiving guests and visiting dignitaries in a dignified manner.
- Initiate and record all correspondence & put up the same to Principal & section heads.
- Liaisoning with University DTE /COA/ Shikshan Shulka Samiti/Pravesh Niyantaran Samiti and Social Welfare department on related matters.
- Maintaining of all the files duly numbered updated in all respects in a systematic format as per requirement of COA.
- He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
- To supervise control of admission section, he shall not deal with admission matter directly or indirectly.
- General discipline & Healthy relations maintained among the staff of Institute. To receive parents/Visitors/students in a dignified & delightful manner so that nobody gets hurt & sort out problem in concern with section heads.


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7AR03 PROFESSIONAL PRACTICE

Objective: The objective of the course is to expose the students to the present trends of architectural practice and valuation.

Unit I :Role of professional bodies such as The Indian Institute of Architects, working, byelaws, categories of membership, election procedure and code of conduct; The Architects Act of 1972 and the Council of Architecture.

Unit II: Professional responsibilities of the architect, copyrights, scale of charges, variation of charges, mode of payment, termination of services, specialized building services.

Unit III : Techniques of valuation, elements of valuation and factors affecting valuation. Methods, valuation of landed and building property, comparable cost of sale, purchase and mortgage.

Unit IV : Valuation for compensation on acquisition, compensation under central and state legislation, relevance of the Town Planning Act.

Unit V :Valuation for renewal or lease/extension of lease, standard rent, easement rights, dilapidation, insurance, estate development and advice on investment policy.

Unit V I: Arbitration, arbitrators, umpire and nature of arbitration.

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