



SHRI SHIVAJI MARATHA SOCIETY'S

COLLEGE OF ARCHITECTURE

74/1A, 74/1B, Aranyeshwar, Pune 411009.

☎ 020-24222771

Email : ssmscoa@gmail.com Visit Our Website : www.ssmscoa.com

COUNCIL OF ARCHITECTURE CODE - MH91 DTE CODE - 6896

AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY - IDNT NO. PU/PN/ARCH/475/2016)

Office Order: Discipline Committee for A.Y. 2026-27

This is to inform you about formation of Discipline Committee for Academic Year 2026-27. Under Discipline Committee we ensure the maintenance of discipline, proper conduct, and a healthy academic environment within the college campus. The committee shall monitor student discipline, promote professional ethics, ensure adherence to college rules and regulations, and address disciplinary issues in coordination with the Principal.

The Discipline Committee for Shri Shivaji Maratha Society's College of Architecture for Academic Year 2025-2026 as formed on 8th June 2026 is constituted as follows.

Sr. No.	Name of the Member	Designation	Member Type	Designation
1	Dr. Bajrang H Sutar	Principal	Chairman	Faculty
2	Ar. Sayali P Chede	Faculty	Member Secretary	Faculty
3	Ar. Akash Jadhav	Faculty	Member	Faculty
4	Mr. Sham Salunkhe	Librarian	Member	Non-Teaching

The Committee Members and Coordinator are expected to conduct meetings in consultations with the undersigned to prepare detailed 'Action Plan' in this regard for the overall coordinated functioning of the committee.

This is for necessary and diligent actions and timely compliances.



Ar. Bajrang H. Sutar
Principal

Shri Shivaji Maratha Society's College of Architecture



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Roles and Responsibilities of Discipline Committee

1. General Discipline

1. All students must maintain discipline, decorum, and respectful behaviour within the college campus.
2. Students must follow the rules and instructions issued by the Principal, faculty members, and college authorities.
3. Students must carry their valid college identity cards and produce them whenever required.
4. Students must maintain proper dress, personal appearance, and professional conduct appropriate to an architectural institution.
5. Any act of misbehaviour, disrespect, intimidation, or disruption of academic activities will be subject to disciplinary action.

2. Attendance and Punctuality

1. Students must attend lectures, studios, workshops, practical sessions, and other academic activities regularly and punctually.
2. Late entry into classrooms or studios may be restricted at the discretion of the concerned faculty member.
3. Students must follow the attendance requirements prescribed by the affiliating university and applicable academic regulations.
4. Leave or absence must be communicated to the concerned faculty member through the prescribed procedure.

3. Classroom and Studio Discipline

1. Students must maintain a quiet, respectful, and productive learning environment.
2. Mobile phones must be kept on silent mode during lectures, juries, examinations, and other academic activities.
3. Students must submit assignments, drawings, models, journals, and other academic work within the stipulated deadlines.
4. Misconduct during design juries, reviews, examinations, guest lectures, workshops, or presentations will not be tolerated.
5. Students must not copy, plagiarise, or falsely claim another person's architectural work or academic submissions.

4. Campus Property and Infrastructure

1. Students must handle drawing boards, drafting equipment, computers, library resources, workshop tools, furniture, and other college property responsibly.



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2. Damage to college property, deliberate defacement, or unauthorised alteration of campus facilities is prohibited.
3. Students must maintain cleanliness in classrooms, studios, laboratories, workshops, corridors, washrooms, and common areas.
4. Waste materials, model-making scraps, and workshop waste must be disposed of in designated areas.
5. Any damage caused intentionally or through negligence may be subject to appropriate disciplinary and recovery procedures.

5. Behaviour and Code of Conduct

1. Students must treat faculty, non-teaching staff, visitors, and fellow students with courtesy and respect.
2. Bullying, harassment, discrimination, threats, physical violence, abusive language, and intimidation are prohibited.
3. Ragging in any form is strictly prohibited and will be dealt with under applicable anti-ragging regulations.
4. Possession or use of prohibited substances, smoking, or consumption of alcohol on campus is prohibited in accordance with applicable law and college policy.
5. Unauthorised gatherings, demonstrations, events, or activities that disrupt academic functioning are not permitted.

6. Architecture Studio and Workshop Safety

1. Students must follow safety instructions while using cutting tools, model-making equipment, machinery, electrical equipment, and workshop materials.
2. Personal protective equipment must be used wherever required.
3. Tools and equipment must be returned to their designated locations after use.
4. Students must not operate machinery or enter restricted areas without authorisation.
5. Students must report accidents, unsafe conditions, and equipment damage immediately to the concerned faculty member or staff.

7. Use of Social Media and Digital Resources

1. Students must not publish or circulate defamatory, threatening, abusive, or misleading content concerning the college, its staff, or students.
2. Photographs, videos, recordings, or personal information of others must not be shared without appropriate permission, subject to applicable law and institutional policy.
3. College computer systems, Wi-Fi, digital platforms, and other resources must be used responsibly.
4. Academic integrity, intellectual property rights, and confidentiality must be respected.

Principal, SSMSCOA Discipline Committee Head



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NOTICE

FOR DISCIPLINE COMMITTEE

Discipline Committee members are hereby informed to attend the meeting on 08/06/2026 in conference room at 11:00 AM, for the formation of roles and responsibility under this committee.



Principal, SSMSCOA Discipline Committee Head



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Date: 08/06/2026

Discipline Committee

Date: 08 June 2026

Time: 11:00 AM

Location: SSMSCOA conference room

Agenda: Discussion on review the existing rules and regulations regarding student discipline and the code of conduct.

Minutes of the Meeting

1. To review the existing rules and regulations regarding student discipline and the code of conduct.
2. To discuss student attendance, punctuality, and regularity in lectures, studios, and workshops.
3. To ensure discipline and professional behaviour during academic activities, design injuries, reviews, and examinations.
4. To discuss measures for preventing ragging, bullying, harassment, and misconduct within the college campus.
5. To review student behaviour and maintenance of discipline in classrooms, studios, laboratories, and common areas.
6. To ensure the proper use and protection of college property, furniture, equipment, and workshop tools.
7. To discuss cleanliness, campus hygiene, and responsible waste disposal, particularly in architectural studios and model-making areas.
8. To review complaints or disciplinary issues, if any, and recommend appropriate action as per college rules.
9. To plan awareness programmes on discipline, professional ethics, mutual respect, and responsible student behaviour.
10. To assign duties and responsibilities to committee members for effective monitoring of discipline.
11. To discuss any other matter with the permission of the Chairperson.
12. To record the decisions taken and finalise the action plan for implementation.



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Actions Taken:

1. The Discipline Committee shall periodically review the implementation of the action plan, maintain supporting records, and submit a report to the Principal highlighting activities conducted, issues identified, corrective measures taken, and recommendations for improvement.
2. Circulating the Notice to all the students through class WhatsApp groups.
3. To ensure a safe, disciplined, respectful, and academically conducive environment for students and staff.

Sr. No.	Action Plan / Activity	Responsibility	Timeline
1	Display and circulate college rules and the student code of conduct.	Discipline Committee	Beginning of academic year
2	Monitor student attendance and punctuality in lectures, studios, and workshops.	Class Coordinators / Faculty	Daily
3	Conduct an orientation session on discipline, professional ethics, and expected student behaviour.	Discipline Committee	At the beginning of the academic year
4	Create awareness regarding anti-ragging regulations, bullying, and harassment prevention.	Discipline Committee / Relevant Committees	At the beginning of the academic year and as required
5	Monitor discipline during design juries, reviews, examinations, guest lectures, and college events.	Concerned Faculty / Committee Members	As scheduled

Members attended the meeting on 08/06/2026

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2	Ar. Sayali P Chede	Faculty	Member Secretary	Faculty
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