



## STUDENT HANDBOOK 2024-25

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## **1. Introduction**

**Aditya Group of Institution's (AGI)** commenced in 2011 with a mission of providing services for nation building. What better source could there be for achievement of this vision than thinking about and investing in education. Masters, Graduation and Skill Based programs are offered by the following Institutions who reign under the aegis of AGI:

- Aditya Institute of Management Studies & Research
- Aditya School of Business Management
- Aditya College of Architecture (ACA)
- Aditya College of Design Studies
- Aditya College of Excellence

### **About ACA**

Aditya College of Architecture established in 2013 along North Mumbai completes 10 years of imparting quality Architecture Education and stands as a revered institution for aspiring architects, known for its commitment to excellence in education. The college has been ranked No. 1 architecture college in the city, according to the Times Top Institutes survey of 2018, 2020, 2022 and 2023 thereby cemented its position as a leader in the field. Accredited with ISO certification 20001 and affiliated to Council of Architecture and the University of Mumbai, it also takes prides in associating itself with esteemed organizations like the Indian Green Building Council (IGBC), Practicing Engineers, Architects Town Planners Association (PEATA) and Indian Institute of Interior Designers (IIID) itself on providing a comprehensive and immersive learning experience to its students.

Dedicated to creating an environment conducive to learning and growth, the college boasts of a 8 storeyed state of the art infrastructure designed to inspire creativity. Its air-conditioned classrooms and spacious atrium provide students with a comfortable and stimulating atmosphere. The institute features a well-equipped seminar hall, classrooms resembling amphitheatres, and studios equipped with state-of-the-art smart board facilities and laboratories, all fostering innovative learning approaches and encouraging hands-on experimentation. With a strong focus on design and as per the new guidelines of NEP 2020, the institute offers a number of design intensive courses like Fine and Applied Art, Interior Design along with Architecture and Project Management that fall under the umbrella of the Centre for Excellence. These programs have achieved remarkable results, boasting a 100% pass rate. Notably, over many years as well as just last year three students from Architecture have secured positions within the top 20 of the university merit list, whereas the First three rankers for Bachelor's in Vocational Training are from the Institute, a testament to the college's dedication to academic success.

The college to live up to its vision of global connect, consistently over the 10 years organises its annual International Design Competition (IDC) and International Design Research Conference (IDRC) which contributes by way of an annual publication for the research fraternity. This highly regarded event attracts participants from around the world, fostering networking opportunities and facilitating the exchange of innovative ideas. With the participation of esteemed international jury



members, speakers, and industry experts, students, professionals, and researchers alike gain invaluable insights and broaden their horizons. To bridge the gap between academia and industry, the school regularly invites professionals from the architectural industry to engage with students thereby over the last 10 years inviting most renowned names of the fraternity. These industry experts participate in seminars, workshops, and formal events, providing invaluable insights and practical knowledge thereby fostering these connections, ensuring that students are well-prepared for the demands of the real-world architectural landscape.

The college actively participates in social events, demonstrating its commitment to community engagement and environmental stewardship. Activities such as tree planting on Environmental Day, beach cleaning initiatives, and beautification projects in local areas to welcome G20 delegates exemplify the college's dedication to social responsibility. One notable event was the Borivali Design Fair (BDF), which serves as a platform for professionals and locals to connect, fostering a sense of collaboration and creative exchange. The students have also achieved recognition at the district level, winning design competitions and showcasing their talent. These achievements highlight the college's emphasis on nurturing and showcasing student's creativity and innovation. The management is consistently striving to attract the best talent from the industry to train and mentor its students. By ensuring that students learn from experienced professionals, the institute creates an environment that fosters growth, skill development, and industry relevance. Aditya College of Architecture serves as a hub for shaping the creative minds of tomorrow. With a focus on design excellence, strong industry connections, and a commitment to social responsibility, Aditya College of Architecture cultivates responsible and talented architects with emphasis on technology and innovation in the coming decade who are well-prepared for the challenges of the profession.

### ***ACA VISION***

To be globally recognized as an epitome of learning and innovation, imparting multi-faceted management education driven by social responsibility and supported by state of art infrastructure.

### ***ACA MISSION***

To impart quality education that encourages students to be competent enough for best-fit job roles and to provide faculty members with facilities to research, experiment and implement contemporary learning tools.

### ***ACA VALUES***

**MUTUAL RESPECT**- An establishment driven by free exchange of ideas, diversity and harmony with a feeling of gratitude.

**TRUST**- Every initiative and effort that we undertake creates lasting progress in the lives we serve.

**AGILITY** - Willingness to respond, listen and act through the dynamic approaches

**INTEGRITY**- An experience of wholeness built through academic freedom, ethical behaviour and shared governance.

**EXCELLENCE** - Eminence in teaching and research leads to a path towards excellence

**INNOVATION**- Idea is an asset, we believe. We nurture an idea and take it to a newer level each tim



### ***Message from Chairman:***

“Hope is the pillar that holds the world.” Shree Ameya Public Charitable Trust has been continuously striving to make a difference in the world of education.

The goal of each institution within the Trust is to deliver the best learning using the latest technologies. The thrust is on building a digital environment which adapts to the emerging trends in the industry. Aditya students are imparted with knowledge which are relevant and makes them industry ready. The Trust’s commitment towards best education is visible from the infrastructure created in the Mumbai Suburb. Industry collaborations are encouraged through our guest lecture series, Internships and corporate projects.

As rightly said by Nelson Mandela “Education is the most powerful weapon which you can use to change the world” , we truly believe in this statement and are contributing in creating socially responsible citizens.

Best Wishes to my dear Students!

**Dr. H. S. Mishra**

**Chairman**

**Aditya Group of Institutions**

### ***Principal’s Message:***

As we complete a decade in imparting quality education, Aditya College of Architecture has become an institution to reckon with since its inception in the year 2013. It has always been a top-ranking college in Mumbai from various surveys conducted from time to time, as its students have won various accolades both at the University and other creative platforms.

The institute has grown into a leading design institute aiming at creating a “Centre for Design Excellence” through the offered undergraduate and post graduate degrees. It offers undergraduate course in Architecture, Interior design and recently instituted bachelor’s in applied arts along with a postgraduate course in Project Management. It also offers several short-term certificate courses under the aegis of the Aditya Centre for Design Studies. The uniqueness of the Institute is the motto to impart quality education through its state-of-the-art infrastructure, ISO accreditation ensuring systems and processes are in place along with an impeccably talented, experienced, and dedicated faculty.

Our teaching learning model is based on both curricular and extra-curricular activities through numerous seminars and workshops in collaboration with leading experts from industry and academia. Students participate and address social urban causes through various ISR activities and social collaborations. This is important in making of responsible citizens and ethical professionals with competence at par with the industry!

Our aim is evident in our innovative methods which has enabled out of the box thinking, learning utilizing research-based methods along with hands on experimentation thereby leading to the understanding of creating a “Centre for Excellence.” Come, join our journey and excel!

**Prof. Ar. Jamshid Bhiwandiwalla**

**Principal, ACA**

**M.A. (Ancient Indian Culture) M. Arch. (General Architecture)**



## **2. Academic Policies**

### **Attendance Requirements:**

In a professional course it is expected that a student attends 100%. You are required to attend all the classes, seminars, practical's, workshops or any event held during the academic year by the Institute.

To be eligible to appear for the end term examination students should have an overall minimum of 75% attendance in all the subjects at the end of the trimester/semester. Not less than 50% attendance in each subject.

25% exemption is allowed for emergencies like medical or death in the family etc. Students will have to submit the necessary documentation and only after the Director's / Principal's approval the exemption be given.

Documents required for leave exemption due to medical emergency:

Doctor's certificate  
All medical reports.  
Discharge card of the hospital if admitted.

The attendance report will be shared atleast thrice in a trimester/semester with students and the parents/guardian. Wherever the attendance is low, the student will be asked to submit an undertaking that he/she will attend all the remaining sessions and improve the attendance percentage and are aware of the consequences if failed to maintain 75% attendance. The student and parents/guardian are required to sign this undertaking.

The student will have to monitor his/her attendance on a regular basis. Only Director/Principal have to right to grant leave of absence to the students.

### **Code of Conduct:**

At the Aditya College of Architecture we strive to create an ideal environment for architectural education and research. To create this space, it is essential that there are certain guidelines and rules that must be followed. The students should always behave in a manner becoming of any member of ACA, at all times, both inside and outside the college. Please note that AGI always expects polite behavior from the students towards all teaching and non-teaching staff of the college.

Students are required to maintain the cleanliness of the premises and protect the Institute's property.



All students are required to strictly adhere to the timelines as suggested by the institute for classes, events or any other submissions.

The students are solely responsible for the safety of their personal articles. The college accepts no responsibility for any loss of, or damage to, any personal articles of students. The students must clear all personal belongings including models, portfolios, etc. by the end of the term. The students should clear all project installations immediately after completion of the jury or exhibition.

Any kind of discrimination or harassment, based on an individual's sex, race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability or any other legally protected classification will not be tolerated.

Students should refrain from any unruly behaviour which would disrupt or interfere with the learning/working environment. They are not allowed to carry any harmful objects or weapons.

Students should always reach out to the Course Head, Faculty, Administrative Officer or Director for any concerns / queries.

Students should not engage or interact with any media or political parties on any of the Institute related matters. While the college makes all efforts to be in constant personal contact with the students through various channels the students are advised to see notices displayed on the notice board or college website on a regular basis. Any notices displayed on the notice board or the web site will be considered as served on the students

Students should use social media carefully and responsibly.

Students should not use mobile phones during any of the sessions or engage in any activity that distracts others.

***Dress Code:***

**Wearing Identity card is mandatory.**

Students are required to dress in clean, ironed and decent clothes. Sleeveless, transparent, torn, low necklines or too tight clothes should be avoided on the campus.

Sliders/ Slippers or Flip Flops are not allowed on the premises.

Failing to adhere to the above norms, students will not be permitted to enter the premises.

Smoking or chewing of paan (or paan derivatives) is not allowed within the college premises at any time and on any occasion. The possession or use of alcohol or drugs of any kind within the college



premises is strictly prohibited. Similarly gambling of any kind is not allowed within the college premises

Students shall not welcome or entertain any guests (outsiders) within the college premises at any time without prior written permission of the Director.

The ACA recognizes the importance of a studio environment for productive and creative work in architectural education. As a result, it encourages students to make full use of the college infrastructure for the production of the drawings and the models necessary within the course. We recognize that this might result in students needing to work till late evenings in the college premises, especially just before submissions. Permissions for these stays must be obtained from the concerned authorities in advance.



### **Academic Calendar:**

The start and end dates of the semester are usually notified by the Mumbai University largely comprising of 16 weeks starting from the 1<sup>st</sup> week of June as the start of the academic year. Thereby an academic year is just 32 weeks or barely 8 months of study. Hence 100 % attendance is mandatory.

Public holidays are notified by the University including the 10 day Ganpati break, month long Diwali Break, 5 day Christmas week and more than a month Summer vacation.

Dates of University exams too are notified from time to time depending on the Diwali festival.

### **ACA calendar in the first semester reflects the following important days:**

Independence Day

Teachers Day

Charles Correa Memorial Lecture

Foundation Day

End of the semester and post the exams students are scheduled to leave for a Study trip.

### **Second semester post Diwali break starts with:**

Borivali Design Fair/ Udaan/ Rangrays

Republic Day

International Design and Research Conference

Women's Day

Convocation

Beyond the above, every semester a number of seminars, workshops and ISR activities reflect on the academic calendar that are mandatory for students to attend. Should they not a fine maybe imposed on the absent student to bring about a realisation that the institute puts in a lot of effort and funds to conduct the above.

**Further the Academic calendar reflects dates whereby the Performance of a student is put up twice a semester through an NS (Non Submission) list. Post the date of the list a student is availed a week long Condonation period for him/her to do good his/ her progress as per the norms of the University thereby giving additional opportunity to a student to clear his/ her backlog**



### **Admission and Examination Guidelines:**

(1) During the academic year there will be regular assignments/ juries. Each will count towards qualification for appearance at the university examination. Kindly make a note that these cannot be missed.

(2) Please note that if a student is unable to submit a particular assignment or is unable to appear for a jury the concerned faculty member must be informed in writing well in advance - except in emergency medical cases. The college authorities may condone particular lapses or absences after considering the reasons. This will be done only if the reasons are seen to be serious and beyond the control of the parents/guardians and wards.

(3) Evaluation conducted by faculty for each subject would be periodically brought to the notice of the student. Any student found not to have the minimum qualifying mark for passing the internal evaluation, at any stage, conducted by the institute will be informed and letters shall be sent to the guardian. Even after such warnings if the student is not able to perform satisfactorily, she/he will be deemed failed in the respective subject.

(4) The ACA does not take lightly any plagiarism, or copying, or usage of any other unfair means in examinations or submissions, internal or external. Please refer to **[Part V, Section D]** of this Manual for more details on Plagiarism. Action taken will follow relevant University of Mumbai Ordinance 5050<sup>2</sup> and UGC Guidelines No.F. r- r8/2010(CPP-II) dated 1<sup>st</sup> September 2017.<sup>3</sup>

(5) Rules regarding Eligibility to the different stages in the B.Arch/ B.Voc. / BFA courses follow the various ordinances<sup>4</sup> issued by the University of Mumbai. The following are the conditions mentioned as eligibility criteria for the different stages of the course:<sup>5</sup>

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2 University Ordinance on Unfair Means during examinations can be found online

3 University Grants Commission (Promotion of Academic Integrity And Prevention Of Plagiarism in Higher Education Institutions) Regulations – 2017. Can be accessed online

4 The list of ordinances pertaining to the B. Arch and M. Arch programs can be found online

5 Regulations of B.Arch programmes (Semester III to Semester VI) (to be implemented from Academic year 2013- 14). AC 27/2/2013 Item no 4.88 can be accessed online/ Semester VII to X AC 19/9/2013 Item no. 4.20 can be accessed online. For Semester II see circular AC 29/4/13 Item no. 4.124 available online



**a) Eligibility for the B. Arch/ B.Voc. semester II examination**

**[R.8713]** A candidate for being eligible for admission to the theory examination of Semester II of Bachelor of Architecture programme, must have passed all internal heads of semester I.

**[R.8714]** A candidate for being eligible for admission to the Viva- Voce examination of Semester II of Bachelor of Architecture programme, (a) must have passed all internal heads of semester I. (b) must have passed internal heads of passing for the courses of semester II for which viva voce examination is to be conducted.

**b) Admission to Semester III of B. Arch/ B.Voc. programme**

**[R.8634]** A candidate for being eligible for admission to the Semester III of the of the Bachelor of Architecture degree program of the University, (a) Must have kept 75% attendance for semester II of B. Arch degree program in a college of architecture affiliated to University of Mumbai. (b) Must have passed all internal heads of passing of semester I.

**b) Eligibility for the B. Arch/ B.Voc. Semester III examination**

Candidates will be examined in the courses prescribed in the scheme of examination for Semester III of Bachelor Architecture which will be conducted by the college affiliated to this University of Mumbai.

**[R.8635]** A candidate for being eligible for admission to the theory examination of Semester III of Bachelor of Architecture programme (a) Must have kept satisfactory attendance for semester III in a college of architecture affiliated to University of Mumbai.

(b) Must have passed all internal heads of semester II. (c) Must have passed semester I examination.

**[R.8636]** A candidate for being eligible for admission to the viva voce examination of Semester III examination of the Bachelor of Architecture programme, (a) Must have kept satisfactory attendance for semester III in a college of architecture affiliated to University of Mumbai. (b) Must have passed all internal heads of semester II. (c) Must



have passed semester I examination. (d) Must have passed internal heads of passing for the courses of semester III for which *viva voce* examinations are to be conducted.

***c) Admission to Semester IV of B. Arch/ B.Voc. programme***

**[R.8637]** A candidate for being eligible for admission to the Semester IV of the Bachelor of Architecture degree program of the University, a) Must have kept 75% attendance for semester III of B. Arch degree program in a college of architecture affiliated to University of Mumbai. (b) Must have passed all internal heads of passing of semester II. (c) Must have passed semester I examination.

***d) Eligibility for the B. Arch/ B.Voc. Semester IV examination***

Candidates will be examined in the courses prescribed in the scheme of examination for Semester IV of Bachelor Architecture which will be conducted by the college affiliated to this University of Mumbai.

**[R.8638]** A candidate for being eligible for admission to the theory examination of Semester IV of Bachelor of Architecture programme, (a) Must have kept 75% attendance for semester IV in a college of architecture affiliated to University of Mumbai. (b) Must have passed all internal heads of semester III. (c) Must have passed semester II examination.

**[R.8639]** A candidate for being eligible for admission to the *viva voce* examination of Semester IV examination of the Bachelor of Architecture programme, (a) Must have kept satisfactory attendance for semester IV in a college of architecture affiliated to University of Mumbai. (b) Must have passed all internal heads of semester III. (c) Must have passed semester II examination (d) Must have passed internal heads of passing for the courses of semester IV for which *viva voce* examinations are to be conducted.

***e) Admission to Semester V of B. Arch/ B.Voc. programme***

**[R.8640]** A candidate for being eligible for admission to the Semester V of the Bachelor of Architecture degree program of the University, (a) Must have kept 75% attendance for semester IV of B. Arch degree program in a college of architecture affiliated to University



of Mumbai. (b) Must have passed all internal heads of passing of semester III. (c) Must have passed semester II examination.

**f) Eligibility for the B. Arch/ B.Voc. Semester V examination**

Candidates will be examined in the courses as per the scheme of examination for B. Arch Semester V, which will be conducted by the college of Architecture affiliated to university of Mumbai.

**[R.8641]** A candidate for being eligible for admission to the theory examination of Semester V of Bachelor of Architecture programme, (a) Must have kept 75% attendance for semester V in a college of architecture affiliated to University of Mumbai. (b) Must have passed all internal heads of semester IV. (c) Must have passed semester III examination.

**[R.8642]** A candidate for being eligible for admission to the viva voce examination of Semester V examination of the Bachelor of Architecture programme, (a) Must have kept satisfactory attendance for semester V in a college of architecture affiliated to University of Mumbai. (b) Must have passed all internal heads of semester IV. (c) Must have passed semester III examination. (d) Must have passed internal heads of passing for the courses of semester V for which *viva voce* examination is to be conducted

**g) Admission to Semester VI of B. Arch programme**

**[R.8643]** A candidate for being eligible for admission to the Semester VI of the Bachelor of Architecture degree program of the University, (a) Must have kept 75% attendance for semester V of B. Arch degree program in a college of architecture affiliated to University of Mumbai. (b) Must have passed all internal heads of passing of semester IV. (c) Must have passed semester III examination.

**h) Eligibility for the Bachelor of Architecture Semester VI examination**

Candidates will be examined in the courses as per the scheme of examination for B. Arch Semester VI, which will be conducted by University of Mumbai.



**[R.8644]** A candidate for being eligible for admission to the theory examination of Semester VI of Bachelor of Architecture programme, (a) Must have kept 75% attendance for semester VI in a college of architecture affiliated to University of Mumbai. (b) Must have passed all internal heads of semester V. (c) Must have passed B. Arch semester IV examination.

**[R.8645]** A candidate for being eligible for admission to the viva voce examination of Semester VI examination of the Bachelor of Architecture programme, (a) Must have kept satisfactory attendance for semester VI in a college of architecture affiliated to University of Mumbai. (b) Must have passed all internal heads of semester V. (c) Must have passed B. Arch semester IV examination. (d) Must have passed internal heads of passing for the courses of semester VI for which *viva voce* examination is to be conducted.

***i) Admission to Semester VII of B. Arch programme***

**[R.8799]** A candidate for being eligible for admission to the Semester VII of the Bachelor of Architecture degree program of the University, (a) Must have passed semester V examination of B.Arch programme. (b) Must have kept necessary attendance for semester VI of B. Arch degree programme. (c) **Must have passed all internal heads of semester VI of B. Arch programme.**

***j) Eligibility for the Bachelor of Architecture Semester VII examination***

Candidates will be examined in the courses as per the scheme of examination for B. Arch Semester VII of Bachelor of Architecture, which will be conducted by the College of Architecture affiliated to the University of Mumbai.

**[R.8800]** A candidate for being eligible for admission to the theory examination of Semester VII of Bachelor of Architecture programme, (a) Must have kept necessary attendance for semester VII of B. Arch degree program. (b) Must have passed semester V examination. (c) Must have passed semester VI examination.

**[R.8801]** A candidate for being eligible for admission to the viva voce examination of Semester VII examination of the Bachelor of Architecture programme, (a) Must have kept necessary attendance for semester VII of B. Arch degree program. (b) Must have



passed semester V examination. (c) Must have passed semester VI examination (d) Must have passed internal heads of passing for the courses of semester VII for which *viva voce* examination is to be conducted.

***k) Admission to Semester VIII of B. Arch programme***

A candidate for being eligible for admission to the Semester VIII (eligible for professional training) of the Bachelor of Architecture degree program of the University, (a) Must have passed semester VI examination of B.Arch programme. (b) Must have kept necessary attendance for semester VII of B. Arch degree programme.

***l) Eligibility for the Bachelor of Architecture Semester VIII examination***

**[R.8802]** Semester VIII B. Arch examination will be conducted by University of Mumbai as per the scheme of examination of semester VIII

**[R.8803]** A candidate for being eligible for admission to the viva voce examination of Semester VIII examination of the Bachelor of Architecture programme, (a) Must have passed semester VI B. Arch examination. (b) Must have passed internal heads of passing of semester VII. (c) Must have completed the professional training as described in syllabus of semester VIII and obtained a certificate from the employer.

***m) Admission to Semester IX of B. Arch programme***

A Candidate for being eligible for admission to the Semester IX of the Bachelor of Architecture degree program of the University, (a) Must have passed semester VII examination of B.Arch programme. (b) Must have completed the professional training as described in syllabus of semester VIII and obtained a certificate from the employer.

***n) Eligibility for the Bachelor of Architecture Semester IX examination***

Candidates will be examined in the courses prescribed in the scheme of examination for semester IX of Bachelor of Architecture, which will be conducted by the College of Architecture affiliated to the University of Mumbai.

**[R.8804]** A candidate for being eligible for admission to the theory examination of Semester IX of Bachelor of Architecture programme, (a) Must have kept necessary



attendance for semester IX of B. Arch degree program. (b) Must have passed semester VII examination.

**[R.8805]** A candidate for being eligible for admission to the viva voce examination of Semester IX examination of the Bachelor of Architecture programme, (a) Must have kept necessary attendance for semester IX of B. Arch degree program. (b) Must have passed semester VII examination. (c) Must have passed internal heads of passing for the courses of semester IX for which *viva voce* examinations are to be conducted.

***o) Admission to Semester X of B. Arch programme***

A Candidate for being eligible for admission to the Semester X of the Bachelor of Architecture degree program of the University, (a) Must have kept necessary attendance for semester IX of B. Arch degree program. (b) Must have passed semester VIII examination of B. Arch programme.

***Admission Cancellation:***

The last date to cancel the admission is as per the AICTE calendar/Mumbai University.

100% fee is refunded if the cancellation is done before the mentioned last date as per the AICTE/Admission Regulatory Authority/DTE circular with Rs. 1000/- as cancellation charges.

Student will not be eligible for any refund post the last date of cancellation as per AICTE/Admission Regulatory Authority/DTE circular.

If the student had submitted any original document/s during the admission process it will be returned after the cancellation process.

***Scholarships***

For institute level scholarship one is to apply in writing to the Principal/ Director with relevant academic/ financial attachments and the same shall be available on case to case basis

***Convocation, Awards and Clearance:***

Student to be eligible for convocation should have cleared all the examinations in all the semesters/trimesters.

Should have cleared all the dues and should get clearance from Accounts, Library, Examination, Computer Centre and Administration



### **3. Campus Facilities**

#### ***Library and Resource Centre:***

Always maintain silence in the Library. It is the responsibility of the students to handle the library books carefully. Students should always enter their details in the register before availing any library services.

ID card is mandatory. Students can issue maximum two books at a time. No eatables are allowed inside the library premises.

Fine will be charged @ Rs 5/- per day ( for Management students ) @Rs 20/- per day ( for Architecture students) if there is delay in returning the book.

If the student misplaces or damages any book or magazine, he /she will have to pay a penalty (same price as the book/magazine) or will have to replace the book or magazines with the same title.

#### ***Studio Spaces and Labs (Architecture & Design):***

The ACA recognizes the importance of a studio environment for productive and creative work in architectural education. As a result, it encourages students to make full use of the college infrastructure for the production of the drawings and the models necessary within the course. We recognize that this might result in students needing to work late evening in the college premises, especially just before submissions. Permissions for these stays must be obtained from the concerned authorities in advance.

#### ***Computer Labs and IT related rules:***

Students are expected to use the Computer facilities for their learning and development purposes only.

Do not share your login credentials with others. Student will be held accountable if there is any misuse of his/her email due to such sharing of credentials.

Pen drives are not allowed in the computer center. The computer center staff should be consulted in case of any query. Students are not allowed to change the default settings in the computer center. Downloading or disseminating copyrighted material available on the internet is an infringement of copyright law. In case students require any material from the computer center, proper approvals will have to be sought and will be responsible for returning the material without any damage.

Students found violating any rules will have to face strict action by the authorities. Any intentional damage to the equipment or if misplaced, the student will be fined as per the current cost of the equipment.





#### ***4. Co-curricular and Extra-curricular Activities***

The Course structure of the ACA is based on the guidelines specified by the University of Mumbai and the Council of Architecture. These guidelines have been framed with the objective of creating architects who would be responsible professionals participating in the processes for the sustainable development of society. At ACA we take these objectives further by articulating our own distinct philosophy. We recognize that the practice of architecture must be conceived in a broader field of production of architectural thought including the drafting of policies and their implementation for practice.

And therefore, apart from the regular academic program, the Institute encourages research, interdisciplinary learning and public engagement among the students and faculty through (but not limited to) the following activities:

##### **Exhibitions**

Alongside the annual lecture series, a public exhibition displaying the work of the students during the academic year is also held. Apart from this, intermittent exhibitions of students' and the Institute's work are put up throughout the year. Students are deeply involved in the organization and execution of these exhibitions.

##### **Seminars and Webinars**

Biweekly lecture series started by the Institute to give students a glimpse of the complex fabric they are going to practice in. It involves interactions with experts from various fields like art, film, technology, architecture and others; and offers the students a chance to appreciate other cultural forms. Seminars are conducted every second Friday and is mandatory for all.

##### **Workshops**

ACA organizes workshops in various fields like theater, writing, building technology, video, art, urban sociology etc. at the beginning of each semester - one during the monsoon and the other in winter. The Institute also conducts an Introductory Workshop for students of the First Year whose aim is to deconstruct preconceived notions regarding learning and introduce the students to new ways of thinking. The workshops are compulsory and attendance is required by the students.

Other workshops such as certificate courses in the latest computer technologies, earthquake resistant buildings etc. are also held during the course of the academic year.

##### **IDC and IDRC**



ACA has been organizing the International Design Competition annually for a decade now since its inception in the year 2013. It provides for an international platform to showcase the works of young designers and to establish connections amongst the global architectural student's community as well as academia. The theme of the competition as well as conference is usually the same except for the competition is open to students and recent graduates while the conference is open to academia.

### ***The Publication Cell***

The Publication Cell publishes and disseminates information on the work of both the college as well as the IDRC. It publishes a regular annual journal as compilation of the papers presented at the IDRC. The institute also collates the work done by the students into an annual publication called FYI. The Publication Cell is jointly organized by faculty and by student representatives.

### ***Study Trips***

Study trips are an integral part of the course curriculum each year. These trips are organized, depending on the academic program, in different regions of India and sometimes abroad. The students themselves organize the study tour by forming a Study Tour Committee with the assistance of the faculty on a no-profit, no-loss basis. The Study Trip is useful for the students to have experiential learning of architecture and built form. Often the Design projects of the studio are based on a study carried out in these trips. The following are the various guidelines and procedures regarding the organization and execution of study trips.

#### ***a) Destination and Academic Goals***

- (1) The institute and its faculty are responsible for deciding on the location of the study based on its academic requirements.
- (2) The conduction of the study trip to achieve the academic goals is the responsibility of the Institute. This would include site permissions for studies, organizing of lectures and workshops, etc to successfully conduct the study.



**b) Responsibilities and Liabilities**

(1) The institute shall not assume any responsibility or liability in whole or in part for any delays, delayed or changed departure or arrival, missed carrier connections, loss, damage, weather, strikes, acts of God, circumstances beyond our control, war, quarantine, criminal activity, accident, sickness, injury or death to person or property, or mechanical defect, failure, or negligence of any nature howsoever caused in connection with any accommodations, restaurant, transportation or other services, for any substitution of hotels or of common carrier equipment beyond our control, with or without notice, or for any additional expenses occasioned thereby.

(2) ACA highly recommends arriving at the station of departure well before the tour begins in order to avoid any delays. In case the participant misses any mode of transport due to any delay on his or her part, he / she shall alone be responsible for the consequences and no refund will be made for any unused portion of the tour due to these causes or voluntary cancellations.

(3) If any cancellation is made by student after the booking of travel and/or accommodation these amounts will be deducted from the refunds made to such students, if any.

(4) No revisions of the printed itinerary or the "included" items are anticipated; however, the institute reserves the right to make changes at any time and for any reason, with or without notice.

(5) The institute charges a study trip fee at the start of the academic session. The institute reserves the right to increase the study tour charges in the event of cost increases due to changes in airfares or train fares, changes in the itinerary, currency fluctuations, fuel surcharges or unforeseen reduction of number of participants, and such increases are to be paid to institute by the students upon notice to them.

(6) The institute is not responsible for any mishap in the study trip due to the misbehavior, noncompliance of rules by any student.



### ***c) Conduct and Behavior***

(1) Students are expected to behave in a courteous manner to, other passengers, train staff and any person with whom we have contact during our tour. Courtesy includes dressing appropriately throughout the tour.

(2) If a student misbehaves in a manner causing inconvenience or annoyance to any fellow student or disrupt or endanger the safety of other students or other passengers or cause damage to any property, the student will be asked to leave the tour immediately and the faculty members responsible for the study tour have been authorized to do so. There will not be any compensation or refund whatsoever in such cases.

(3) Consumption or distribution of illegal substances (alcohol, inhalants, drugs, etc) during the study trip is strictly prohibited. The Institute is not responsible for any incidents or mishaps that may arise due to use of such substances.

### ***d) Insurance***

(1) Each and every student shall be insured to the extent of injury, hospitalization during the tour period by the institute and the component of insurance premium has been included in the participation fees.

### ***e) Health and medical condition***

(1) You must report any physical or mental condition that may require special attention in writing to the institute before the study trip. This can also be done in consultation by the student councilor.

(2) All tours require considerable amount of physical work during the site visits, etc. Students should check with their doctors and take necessary precautions before departure.

(3) By forwarding the final payment of the study trip the students/guardian certifies that the student does not have any mental, physical or other condition of disability that would create a hazard for him/her or other students and accepts the terms and conditions of the study trip.

(4) For any case of illness during the study the study trip committee will make necessary arrangements for giving medical treatment to the students. If in any case the student has to return from the trip, due to medical conditions the financial liability will be on the student/guardian. No refunds will be given under these circumstances.

**f) Extended tours**

(1) The institute does not allow the participants to extend the tour after the specified sanctioned schedule of the tour.

(2) If the students wish to extend their trip, the students will be solely responsible for further arrangements and the institute shall assume no responsibility in this activity of the extended trip.

**g) Fees and charges**

(1) All payments for the tours are to be paid directly to ACA.

(2) Payment can be made online in one or two instalments prior to the start of the tour.

**i) Acceptance of terms**

(1) Payment of study tour fees indicates that tour participants have read and accepted all stated ACA terms and conditions and agree to abide by them.

***j) Consent letter***

Students must submit the consent letter signed by parent/guardian stating their parent or guardians' willingness to abide by the conditions laid down by the institute as herewith:

**CONSENT LETTER**

Date:

To The Principal,  
Aditya College of Architecture, Mumbai

RE: Consent form for study tour to \_\_\_\_\_

Respected Principal,

I \_\_\_\_\_ Parent/Guardian of \_\_\_\_\_ studying  
in \_\_\_\_\_ Roll No. \_\_\_\_\_ do hereby give my consent to my daughter/son for study  
tour visit to \_\_\_\_\_ from \_\_\_\_\_

I Assure you that she/he will strictly abide by the rules and regulations stipulated by the  
college authorities.

I understand that the college authorities will not be responsible for any towards accident  
happened during study tour.

Thanking You.

Yours Sincerely,

Signature of Parent/Guardian:

Name of Parent/Guardian:

Contact No:

Email

## **6. Internship and Placement Guidelines**

### **Internship Opportunities:**

As mandated by the Mumbai university, B. Arch semester 7 and B.Voc. semester 6 students are to pursue Internship for 90 days and report for a Viva voce with duly filled reports from their internship firms with details of work conducted during those days.

ACA aids students to prepare portfolios with the efforts of the faculty to aid the internship process. Further based on our database as well as feedback received from Architectural firms that have employed our students over the years, we have signed MOUs with the firms that help placements for our interns.

Further our students are free to pursue internship in the offices of their choice considering their specific interests. The institute and its faculty monitor as well as are always available to aid their students during their internship period should they face any difficulties.

## **7. Student Services and Support**

As per Section 99 of the Maharashtra Public Universities Act, 2016, every college is mandated to institute a Students' Council at the college level:

“to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities of different student's associations for better corporate life. The Councils shall not engage in political activities.”<sup>14</sup>

### **ACA STUDENT COUNCIL:**

The Student Council shall comprise of various active committee members and these members shall be selected via an interview process from among the eligible students who apply for each of these respective posts.

The roles and responsibilities for the various posts within the Student Council shall be as given below:

#### **I. PRESIDENT:**

Management of the affairs of the Student Council and the general student body, including the keeping of up-to-date records and communications within the council and with faculty. Represent & Coordinate with external institutes, colleges, authorities etc for all student council related activities.

#### **II. VICE PRESIDENT**

Coordination among the general student body to encourage and motivate active participation in college activities as well as competitions and events.

### **III. TREASURER**

Maintenance of student finances and expenditure for college events and student activities, management and upkeep of material resources and assets of the college made available to the general student body.

### **IV. GENERAL SECRETARY:**

Arbitration and effective resolution of student issues and up to date maintenance of historic data of student affairs, including minutes of meetings.

### **V. MEDIA HEAD:**

Organization, coordination and management of social media and promotions, for all events, by the students and for the students within the college and encouragement for active participation in events organized by other colleges.

### **VI. CULTURAL SECRETARY:**

Organization, coordination and management of cultural events by the students and for the students within the college and encouragement for active participation in events organized by other colleges.

### **VII. SPORTS SECRETARY:**

Organization, coordination and management of sports events by the students and for the students within the college and encouragement for active participation in events organized by other colleges.

### **VIII. LITERATURE AND PUBLICATIONS HEAD:**

Organization, coordination and management of literature, writing and allied events by the students and for the students within the college and encouragement for active participation in events organized by other colleges.

Design, development, editing and publication of college magazine(s).

### **IX. GRAPHICS HEAD:**

All posters, photography and aesthetics for college events, and allied activities.

### **X. EXHIBITION HEAD:**

Coordinate and put-up all exhibitions, during college events, and allied activities.

### **XI. PR & SPONSORSHIP HEAD:**



Organization, coordination and management of promotions and sponsorship, for all events, by the students and for the students within the college and encouragement for active participation in events organized by other colleges.

Students' representatives are an important part of various academic and administrative Committees instituted by the University of Mumbai. In addition to the University requirements, the ACA encourages students' involvement in its various activities and Committees. Students are involved through their elected or nominated representatives in the following Committees / Cells / Fora:

**(1) Anti-ragging Committee & Anti-ragging Squad:** students' representatives are part of both the Anti-ragging Committee as well as the Anti-ragging squad. For details, see the section on ragging [Part IV A] above.

**Regulation For Prevention and Control of Ragging:**

Ragging in any form is strictly prohibited inside and outside the Institute. The guidelines [The Regulations on Curbing the Menace of Ragging in Higher Educational Institutions] include 9 explanations of what could constitute ragging:

- Teasing, treating or handling a fellow student with rudeness;
- Causing physical or psychological harm;
- Causing or generating a sense of shame;
- Academic activity of any other student or a fresher;
- Exploiting a fresher or any other student for completing academic tasks assigned to an Individual or a group of students;
- Financial extortion or forceful expenditure;
- Homosexual assaults, stripping, forcing obscene and
- Lewd acts, gestures, causing bodily harm.

**The Anti Ragging Committee member details**

Anti-ragging Committee	<b>Prof. Jamshid Bhiwandiwalla</b>	1. Mr. Milind Sawant (Representative of Police) 2. Mr. Bhanu Mishra (Local Media) 3. Ms. Seema Kedia (Administrative Officer) <b>4. Ar. Rasika Chodankar (Faculty Representative)</b> 5. Ar. Jignesh Panchal (Faculty Representative) 6. Ar. Anjuri Agrawal (Faculty Representative) 7. Ar. Varsha Swar (Faculty Representative) 8. Ar. Disha Barik (Faculty Representative) 9. Ms. Gayatri Kundaliya (Student Representative) 10. Ms. Tanisha Patil (Student Representative) 11. Ms. Hindavi Chavan (Student Representative) 12. Mr. Viveen Pereria (Student Representative)
		13. Ms. Manisha Nayak (Faculty Representative) 14. Ms. Pooja Kotian (Faculty Representative) 15. Mr. Sanjay Chandaliya (Faculty Representative)

### The Internal Complaints Committee

Grievance Redressal Committee	<b>Ar. Jamshid Bhiwandiwalla</b>	<ol style="list-style-type: none"> <li>1. Ar. Jamshid Bhiwandiwalla</li> <li>2. Ar. Rasika Chodankar</li> <li>3. Ms. Radha Ambekar</li> <li>4. Ms. Manisha Nayak</li> <li>5. Ar. Varsha Swar</li> <li>6. Ar. Anjuri Agrawal</li> <li>7. Ar. Urvashi Purohit</li> <li>8. Ms. Pooja Kotian</li> <li>9. Mr. Sanjay Chandaliya</li> <li>10. Ms. Seema Kedia</li> </ol>
Women's Grievance Redressal Cell, Anti-Sexual Harassment Cell	<b>Ms. Radha Ambekar (Chairperson)</b>	<ol style="list-style-type: none"> <li>1. <b>Ar. Rasika Chodankar (Secretary)</b></li> <li>2. Ar. Urvashi Purohit</li> <li>3. Ar. Varsha Swar</li> <li>4. Ms. Manisha Nayak</li> <li>5. Ms. Seema Kedia</li> <li>6. Ms. Gauri Vedpathak</li> <li>7. Er. Jignesh Vanjara (Male Member)</li> </ol>

### People you should know:

Name	Designation	Email addresses
Prof. Jamshid Bhiwandiwalla	Principal	
Dr Jayanti Ramesh	Registrar	
Ms Seema Kedia	Administrative Officer	
Ar. Rasika Chodankar B.Voc. Ms. Radha Ambekar BFA	Head of Depts	
Ar. Urvashi Purohit B.Arch Ar. Disha Barik B.Voc. Ms Manisha Naik BFA	Student Council Incharges	
Ar. Urvashi Purohit B.Arch Ar. Ankita Dhir B.Voc. Ms Pooja Kotian BFA	Academic/ Course heads	
Ar. Salman Chauhan B.Arch Ar. Samreen Khanam B.Voc. Ms Sanjay Chandeliya BFA	Examination heads	
Ms Sreemayee Sarcar	Counsellor	

### Undertaking with regards to Student Guidelines

I, \_\_\_\_\_ have read the Student Handbook of ACA enclosed carefully and have understood its contents and their ramifications. I will always uphold the values and honour of the Institute.

I promise to fulfil my responsibilities as a student and a human being and treat my colleagues, Staff and Faculty with dignity and respect.

I hereby declare that I, will follow the rules as mentioned in this handbook or informed separately.

In case of a violation, I consent the Management to take appropriate action.

I understand that if I adopt any unfair means in the admission process and during program, then my admission will be cancelled, and all fees paid will be forfeited.

In case of any concerns, I will always reach out to my Course Head/Principal/Director first.

Student's Signature: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: (dd/mm/yy) \_\_\_\_\_

Student Number: \_\_\_\_\_ Roll Number: \_\_\_\_\_

Programme: \_\_\_\_\_ EmailID: \_\_\_\_\_ Cont

act Nos. \_\_\_\_\_ / \_\_\_\_\_

Name of the parent \_\_\_\_\_

Contact Nos: \_\_\_\_\_ / \_\_\_\_\_ Office No: \_\_\_\_\_

Parent's email ID \_\_\_\_\_

**For Office Use :**

Date of Receipt: \_\_\_\_\_ Signature of the Faculty/Staff incharge \_\_\_\_\_