



MOHAMED SATHAK A J ACADEMY OF ARCHITECTURE

Affiliated to Anna University and Approved by Council of Architecture, New Delhi
34, Rajiv Gandhi Salai (OMR), Inside SIPCOT IT Park, Siruseri, Egattur – 603 103.
e-mail – admin@msajaa.com / Website – www.msajaa.com / Insta ID - @msajaa_chennai



Academy Guidelines

Academy timings – **8:15 AM to 3:30 PM**. Lunch break: 12:30 PM to 1:15 PM.

Late Arrival will not be entertained under any circumstances.

A. Dress Code and Code of Conduct

- Students should adhere to the dress code, prescribed by the management.
- Boys: Formal shirts and trousers with shoes.
- Girls: Salwar kameez, long tops with dupatta, and formal footwear.
- Students should wear their identity cards throughout the day, as long as they are inside the campus. In case the ID card is lost or misplaced, the student may contact the admin. office and apply for a new ID card by paying Rs. 200/-
- Students are not allowed to use mobile phones inside the classrooms. If any student is found using a mobile without permission, the same will be confiscated and deposited with the Head of the Department.

B. Attendance

- Students are not allowed to skip/bunk classes and be in the library, computer labs, etc.
- **Minimum required attendance in a semester is 75 % overall and in individual subjects** as per Anna University. However, all students are required to attend all classes.
- As per the Anna University guidelines, attendance and marks will be uploaded onto the University Web Portal at regular intervals. **In case of a shortage of attendance, the end semester examination hall tickets will not be generated by the University; the student will not be allowed to attend the University Examination; and the semester has to be repeated.**
- In case of planned leave, the leave form should be submitted to the class coordinator at least one day in advance.
- In case of emergency leave, a leave form should be submitted on the day of resuming college.
- In case of a medical reason, a Medical Certificate from the treating doctor should be submitted to the class coordinator upon returning from medical leave.
- Attendance is mandatory before, on, and after the day of the Design Examination.

C. Library & Labs



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- Students are required to apply for library cards by filling out the form available with the librarian.
- Students can borrow books from the library on presentation of the library cards issued to them.
- Students can retain the books for a period of 7 days. The book has to be returned to the library on the due date.
- If the books are not returned as mentioned above, a fine of Rs.5/- per day for a period of 15 days from the due date and Rs.25/- per day thereafter till the books are returned will be levied.
- If the borrowed book is lost or misplaced, the concerned student has to get a new book purchased and submit it to the library or pay an amount equivalent to three times the cost of the book, as per the prevailing market rate.
- If the Library Card is misplaced or lost a fine of Rs. 200/- per card will be charged for getting a new card issued.
- Mobile phones, eatables, and beverages are prohibited inside the computer lab, library, and other labs.
- Students should make it a habit to arrange the chairs and shut down the system before leaving the computer labs.
- The students have to get a "No Due Slip" signed by the Librarian before the Anna University end semester Examinations.

D. Educational tours

- Educational tours/ workshops/ Seminars/ case study visits and other Academy activities (Annual day, sports day, cultural day, and similar) are mandatory and a part of the curriculum. Exceptions cannot be made for any student under any circumstances.
- The expense (if any) for educational tours/ workshops/ Seminars/ case study visits and other Academy activities should be borne by the students as and when applicable,
- In case the student needs **to go out of the city** for the study tour/case study, "Parents" Consent has to be submitted to the academy in the prescribed format.

E. Academics and Assessments

- It is the sole responsibility of the student to keep their Design and BMC sheets and models safe for the design review/ assessments and for the entire course of the B.Arch. program.



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- Marks are uploaded onto the Anna University portal on a regular basis. Therefore, the students must attend all assessment tests, assignments, and model examinations compulsorily, failing which will result in a shortage of marks.
- The Anna University curriculum, regulations, and academic schedule for the year can be downloaded from the Anna University website or the Academy website.

F. General Decorum

- Each student shall conduct herself/himself both within and outside the campus in a manner befitting a student of a prestigious institution. Each student shall show respect and courtesy to the teacher, and administrative staff, and show good behavior towards fellow students.
- Smoking, and possession of toxic drinks, tobacco, or drugs within the campus are strictly prohibited.
- Any scribbling/ writing on the desks, drawing tables/ boards, or the walls will attract penalties equivalent to the damage done to the property.
- Ragging is strictly prohibited inside or outside the campus and during bus travel. MSAJAA is a ragging-free campus. Students can communicate their grievances (if any) to the **Anti-Ragging committee or on the UGC web portal**.
- Wired and wireless earphones and headphones are not permitted inside the classroom.
- Loud talking, loitering, or congregating being a source of distraction and annoyance to others are not permitted.
- Students should make sure they switch off fans and lights when not in use and also not waste water.
- Students should be cooperative in maintaining the hygienic ambiance of the academy. Students should make sure to keep their classrooms and corridors clean. Littering within the campus is strictly prohibited and can entail penalties.
- Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about the academy or other individuals of the academy on social media or indulge in any such related activities that will cause damage to the reputation of the academy.

G. Student Mentorship

- Each student will be assigned one staff as their mentor who can be the student's go-to person for any kind of academic or personal guidance.



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- A minimum of one meeting per month with the mentor is mandatory.
- Student counsellors are available on campus who can support and give personal guidance and uplift the psychological well-being of the students.

H. Bus Service

- Students should have the bus pass with them at all times and should be produced whenever it is asked.
- The student must reach the bus stop at least 10 minutes in advance to board the bus. Buses will not wait for the student beyond the specified time.

I. Academic fee payment

- Students must pay their academy fees, bus fees, and or hostel fees for the coming academic year on or before the reopening of the said academic year, failing which they will incur a penalty.
- At the end of the semester, students are to pay an examination fee of Rs. 150/- per theory subject and Rs. 450/- per studio subject for the exam registration.

I have read and understood the academy guidelines and will make sure it is followed.

Name	Signature	Name	Signature
e-mail ID	Phone No.	e-mail ID	Phone No.
Parent		Student	

Important Contacts

Name	Designation	Contact
Ar. T Sathish Kumar	Professor, Head of the Department (Admin.)	+91 94440 40790
Ar. Vandana Balakrishnan	Professor, Head of the Department (Academics)	+91 93736 61939
Ar. Zulfia	Assistant Professor, 1 st Year Batch, and Class Coordinator	+91 98409 50136
Dr. Shanmugavalli K R	Professor, 1 st year Class Coordinator	+91 95855 24360
Ar. Janani S	Anti-Drug Committee	+91 98945 87727



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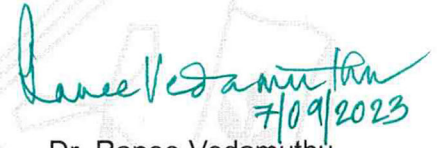
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Mr. Jagesh	System Administrator, Labs, Transportation, ID cards	+91 98946 94712
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Mr. Muthukaruppan	Girls Hostel in Charge	+91 80986 07851
Mrs. Ayesha	Assistant Professor, Convenor - Anti Ragging committee	+91 98942 38577
Mrs. Durga	Assistant Professor, Convenor - Anti Ragging committee	+91 86100 84738


7/09/2023

Ar. H Mohammed Idris
Principal


7/09/2023

Dr. Raneer Vedamuthu
Director

