

# **CECOS UNIVERSITY OF I.T. & EMERGING SCIENCES PESHAWAR**

## **STUDIO MANAGEMENT POLICY, ARCHITECTURE DEPARTMENT**

### **PUNCTUALITY**

- Students must arrive at the Studio on time as per class time table.
- Minimum 10 minutes' relaxation may be allowed for late arrival to the class only in case of any genuine reason.
- If the student intends to leave the class for any reason, then formal permission is required from the class teacher.
- Recess/ break time will be permissible as per the time table or with the permission of the concerned class teacher.

### **CLASS ATTENDANCE**

- Minimum 75% attendance is mandatory for a student to be eligible to appear in the exam
- Class attendance will be uploaded into the database by the subject teacher by end of each week
- Student must remain in the class for the entire duration as per approved class time table
- Student(s) leaving the classroom/ studio without permission from the class teacher will be marked absent on that particular day.

### **SUBMISSION OF ASSIGNMENTS**

- Students must meet the given deadlines regarding submission of assignments/ class projects.
- Late submission will NOT be entertained by the concerned subject teacher(s).
- Students must take full responsibility of their class assignments / work and must not leave their work on display for unnecessary longer durations.

### **SESSIONAL MARKS**

- Students failing to achieve 50% passing marks in the Sessional assignments of the Studio courses through the semester will not be eligible to appear in the final exam.

### **CLASSROOM DISCIPLINE & DECORUM.**

- Students must observe appropriate behavior in the class
- Noise and rowdiness is not permissible in the classes or within the premises of the department
- Students must take care of the studio furniture and infrastructure.
- Students are responsible for managing & operating their allotted lockers without causing any disturbance.
- Class room chairs must be stacked properly under the desk while leaving the class/ studio
- Do not connect random USB to Desktop Computer or any electronic device installed in the Studio.
- No music in the studio other than earphones, Wi-Fi devices.

### **DISPLAY OF ASSIGNMENTS**

- Do not display sheet on walls and windows.
- Display of students' work is only permissible on allocated spaces and movable display panels.

### **USE OF ELECTRONIC DEVICES**

- Use of electronic devices/ mobile during an ongoing class are only permissible for educational purpose.
- Talking on mobile phone/ watching movies / irrelevant material on phone / laptop etc. is not allowed in the Studio
- Students must take care of their electronic devices/ belongings at all times during the Studio hours.

### **CLEANLINESS**

- Littering is prohibited in the class rooms or around the campus
- Students must throw the trash only in the trash bins
- Writing on the desks, walls, Chairs is strictly NOT permissible.

## CECOS UNIVERSITY OF I.T. & EMERGING SCIENCES PESHAWAR

### 1. **Laboratory Information (facilities, equipment, and usage guidelines)**

#### **Infrastructure Facility**

Sr #	Facility Available at the Department	Quantity
1.	Studios	6 Studios
2.	Lecture Halls	Two dedicated Lectures Halls
3.	Library	Dedicated Section for Architecture Books
4.	LED Screen	6 in all studios
5.	Computer Lab	50 Desktop Computers available
6.	Air Conditioner	Available in all studios
7.	Revolving Chairs	30 chairs available in all studios
8.	Desk	30 desks available in all studios
9.	Printing Facility available	Available
10.	Students Lockers are available	Available
11.	Female Students Common room	Available
12.	Exhibition/Display Hall	Available
13.	Availability of Allied facilities such as hostels, Sports, Medical, transport facility etc.,	Available
14.	Adequate office cabins provided to the faculty members.	Available