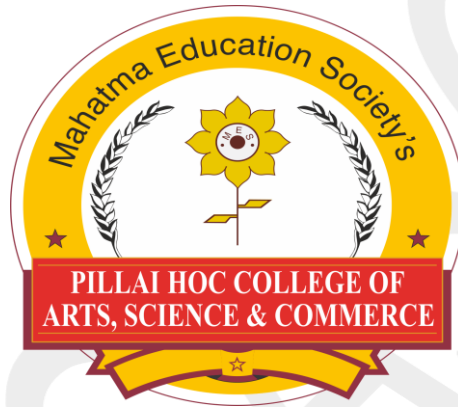Mahatma Education Society's

Pillai HOC College of Arts, Science and Commerce, Rasayani

(NAAC Accredited & ISO 9001:2015 Certified)

Code of Conduct for Students

Amended in 2021

Index

Content	Page no.

1. History of the Institution

Mahatma Education Society (MES) embarked upon its mission of 'Education for All' with the Chembur English School in the year 1970. MES is a proof of a vision linked irrevocably to national goals. The vision, dedication, global outlook, tenacious struggle and undaunted spirit of Dr. K. M. Vasudevan Pillai (Founder, Chairman and CEO) and Dr. Daphne Pillai (Secretary), the Trust grew from a single school into a multi- institution, multi-location group delivering quality education at all levels.

Today MES owns and manages over 48 institutions spreading across six elegant Campuses at Borivali, Chembur, Powai, New Panvel (W), Khanda Colony and Rasayani. It manages educational Institutions' from pre-primary to post graduation. It comprises International Schools, Degree Colleges, Night Degree Colleges, Management Institutions, Engineering Colleges, Architecture Colleges, Colleges of Education (including Physical Education) and Polytechnic Institutions. Popularly known as the Pillai Group of Institutions, this education major has its own teacher training institutes, which allow it to define its own standards and to achieve 100% results. The group has more than 30,000 students, 2,000 teachers and 1,500 members of support staff.

2. Programmes offered at PHCASC

1. Bachelor of Science (B.Sc.)

2. B.Sc. in Computer Science (B.Sc. C.S.)

3. B.Sc. in Information Technology (B.Sc. I.T)

4. Bachelor of Arts (B.A.)

5. Bachelor of Arts in Mass Media & Communication (B.A.M.M.C.)

6. Bachelor of Management Studies (B.M.S.)

7. Bachelor of Commerce (B.Com.)

8. Bachelor of Accounting and Finance (B.Com.(A &F))

9. Master of Commerce (M. Com)

10. Master of lnformation Technology (M. Sc. I.T.)

11. B.Sc. in Data Science (B.Sc. D.S.)
12. B.Sc. in Hospitality Studies (B.Sc. H.S.)
13. M.Sc. in Organic Chemistry (M.Sc. O.C)

3. Student Council

The purpose of the Student Council is to give students an opportunity to develop leadership skills by organizing activities and service projects. In addition to planning events that contribute to spirit and community welfare, the Student Council is the connecting bond between teachers and students.

It is a democratic and non-political institution; all students are given equal opportunity to participate and to serve other students as effectively as possible. Student Council plays an important role in establishing links with the community.

Structure of the Student's Council

The Student Council of PHCASC constitutes the following:

Chairperson

Vice Principal

Faculty Coordinator

President

Secretary

NSS Programme Officer

Sports and Physical Education officer

Lady Representative

Category Representative

Cultural Representative

Sports Representative

NSS Representative

All Department Representatives

4. Other Statutory Committees

Preamble

The 'Duties & Responsibilities of Various Committees and Procedures' mentioned herein, shall remain in force till further notification. The contents mentioned herein, either in full or in part, are liable to be altered by the College Management at any time, through due notification.

Roles and Responsibilities of Committees

Various committees are formed in the College for the smooth and efficient management of activities each year. Committees are duly constituted by the Principal in consultation with the Heads of Departments or Programme Coordinators.

Anti-Ragging Committee

The Anti Ragging Committeeis constituted as per the guidelines of the University of Mumbai.

The Anti-Ragging squad of Institute is constituted as follows:

Chairperson
8 Faculty Members
2 Female Student Representatives
2 Male Student Representatives
Member Secretary

Objectives:

1. To educate students about anti-ragging laws and policies.

2. To sensitize the student community towards developing empathy for the new comers.

Roles and Responsibilities:

1. To give wide publicity regarding anti-ragging laws and policies across the college.

2. To monitor activities during the start of the academic year. Solicit affidavits fromparents/guardians and students.

Grievances Redressal Committee

The Grievances Redressal Committee of Institute is constituted as follows:

1. Principal of the College or Head/Director of the Recognized Institution –

Chairperson

2. One Senior Faculty Member Nominated by the Principal of the College or

Head/Director of the Recognized Institution – Member

3. One Senior Faculty Member Nominated by the Principal of the College or

Head/Director of the Recognized Institution – Member Secretary

Objectives:
All grievances of students relating to College/Institution shall first be reported to College Grievance Redressal Cell (CGRC)   and effectively resolving grievances of students related to higher educational institutions.

Responsibilities

1) To receive the applications of the students from the portal available on the website of College / Institute and process them further.
2) To attend all applications relating to the grievances of the students.
3) To entertain and consider the grievances of the students. It may hear the students in person by giving opportunities of hearing.
4) To hear all the concerned parties and settle grievances as early as possible.
5) To counsel the students whenever necessary to resolve their grievances.
6) To give advice to the students through correspondence.
7) It shall make efforts to settle the disputes amicably.
8) To prepare and submit the recommendations relating to the redressal of grievances to the concerned.
9) To consider and submit recommendations and suggestions in respect of reforms in the working of various sections/units/departments/cells of the College/Institution relating to the redressal of grievances of students.
10) To prepare Minutes and Action Taken Report of the meetings of CGRC and submit it to the Director, Students' Development, University of Mumbai.
11) To prepare Annual Report regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai.

Internal Complaints Committee (ICC)

The Internal Complaints Committee of Institute is constituted as follows:

Presiding Officer

02 Teaching staff

2 Non -Teaching staff

3 Students

Representative Member

Member -NGO

At least one half of the total numbers shall be women.

Objectives:

1. To create and maintain safe, healthy and supportive environment for women and girl students in the campus.

2. To address issues faced by the women at work place and to organize awareness generationprogrammes and to take preventive steps towards protection of women staff/ female students from sexual harassment in the college.

3. To act as an anti-sexual harassment committee that is functioning as per the norms laid downby University Grants Commission and the University of Mumbai.

5. **Code of Conduct**

PHCASC expects all students to follow the Code of Conduct stated below:

Rules and Regulations for Students:

1) Wearing I-Cards on Campus is compulsory.

2) Decency in dress code must be observed.

3) The formal dress code should be strictly adhered to on all days in the institute.

4) Wearing of Uniform/ Formal Dress Code is expected at all times while representing the college.

5) Punctuality, discipline and adherence to deadlines in every respect are expected.

6) In case, a student fails to attend 75% of lectures for a particular subject then he/ she will be debarred from the Examination as per the University norms in the absence of genuine reasonsor documents.

7) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste,race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

8) Students must refrain from intentionally damaging or destroying institute property orproperty of other students and/or faculty members.

9) Students must refrain from any disruptive activity in a class room or in an event sponsored by the Institute.

10) Students must produce the identity card, issued by the Institute on demand by campus security guards or any staff member of PHCASC.

11) Students must refrain from participating in the following activities:

a)   Organizing meetings and processions without permission from the Institute.

b)   Accepting   membership   of   religious   or   terrorist groups banned by the Institute/Government of India.

c)   Unauthorized possession, carrying or use of any weapon, explosives, or potential weapons, fireworks, contrary to law or policy.

d)   Unauthorized possession or use of harmful chemicals and banned drugs in the campus of the Institute.

e)   Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.

f)   Rash driving on the Campus that may cause any inconvenience to others.

g)   Theft or unauthorized access to others resources.

h)   Misbehavior at the time of student body elections or during any activity of the Institute

i)   Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption atthe Institute.

12)   Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the Campus without the permission of theauthorities concerned.

13) Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

14) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

15) Students are expected to use the social media carefully and responsibly.

16) Theft or abuse of the Institute computers and other electronic resources, unauthorized entry, use, tamper, etc., of institute property or facilities, private residences of staff/professors,etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others, is punishable.

Breach of Code of Conduct

If there is a case against a student for a possible breach of the code of conduct, the committee may meet the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

1. Warning- Indicating that the action of the said delinquent student was in violation of the Code and shall result in severe disciplinary action.

2 Restrictions -Reprimanding and restricting access to various facilities on the Campus for a specified period of time.

3. Expulsion - Expulsion of a student from the Institute permanently.

4. Monetary penalty may also include suspension or forfeiture of scholarship/fellowship for a specific time period.

5. Suspension- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programmes etc. Suspension may also follow by possible dismissal, along with the following additional penalties.

a. Ineligibility to reapply for admission to the Institute for a period of three years.

b. Withholding the mark sheets or certificate for the courses studied or work carried out.

Classroom Discipline

1. The students are expected to be in the class 5 minutes before the scheduled time of the session.

2. Use of cell phones in the class rooms for speaking, texting, etc. is strictly prohibited.

3. Use of laptops in the classrooms for anything other than the session in progress is not permitted.

4. Academic decorum such as discipline, silence, courtesy etc. must be observed in the class.

5. Students are not permitted to enter or leave the class during the session without the consent of the faculty member.

6. When the session is in progress eatables/ beverages are strictly prohibited in the class.

7. Students are expected to maintain cleanliness in the classroom and Institute premises.

Library Discipline

1. ID card is compulsory for the issue of books.

2. Reference books will not be issued.

3. Students can issue two books for seven days.

4. Students must check the books before they are issued. If books are damaged, it should be brought to the notice of the Library Staff.

5. Late return fine in respect of books will be Rs. 5 per day.

6. Students are not allowed to bring any bags in the Library.

7. Eating is prohibited in the Library.

8. Students should not keep any valuables on the Library racks. Library staff or management will not be responsible for any theft.

9. Students should not demand at the counter any materials such as pen, pencil, stapler, blank sheet etc.

10. If the books/ magazines issued are lost, the student will have to replace the same title, or pay the price of the same with 'late returned fine', if applicable.

Laboratory Discipline

1. Students are to report for the required laboratory sessions on time.

2. Students are required to wear laboratory uniforms as prescribed by the Institution.

3. All Laboratory equipment/appliances/chemicals need to be handled with care by the students.

4. Students must intimate the faculty member/ laboratory assistant of any breakages or malfunctioning of equipment immediately as and when it is noticed.

5. Any damage caused to equipment/appliances will be recovered by the Institution from the concerned student/students.

6. Students should adhere to the instructions given by the faculty members during the laboratory class.

7. All materials used in the laboratory are the property of the Institution and should not be taken out of the laboratory except under the guidance of a faculty member in charge and with the permission of the Head of the Department.

8. Students who remain absent in laboratory sessions, cannot claim to be permitted to re do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.

Examination Discipline

1. Books/ Notes and all study materials should be kept away as instructed by supervisors.

2. No mobile phones will be allowed during examinations.

3. Nothing should be written on body, scale, calculators, pencils, eraser, etc.

4. Nothing should be written on the question paper.

5. Talking to other students while in the Examination Hall is not permitted.

6. Use of any unfair means during the examination is strictly prohibited.

7. Students should be present inside the exam hall 10 minutes prior to the commencement of the examination.

Viva

1. Viva shall be considered as per the earlier notified schedule. Students have to present themselves at the specified venue at least 10 minutes before the scheduled time of commencement.

2. Before commencing the viva, the student's identity card and roll no. will be verified.

3. Mobile phones are not permitted while appearing for the viva.

4. Students are expected to behave politely and professionally during the viva which includes observance of the stipulated dress code as well.

5. Once Viva is over, the students are expected to leave the venue quietly without holding discussion with the students awaiting their turn for the Viva.

6. The Examiner/ s for Viva shall have ultimate responsibility and full authority for the smooth conduct of the Viva.

6. Placement Rules

1. Misconduct of any kind by the students in the company during the Summer Project/ Placement Training will lead to disqualification of the students from final placements programme.

2. Once an intimation regarding placements is received from the interested organization, a detailed information sheet with reference to company profile/ job description, CTC, etc., will be sent to the student. The received information sheet will be mailed to the student PHCASC IDs and a copy will be put up on the notice board. The students are expected to go through and understand the job requirements before appearing for the placement procedures.

3. After accepting an offer, the student must ensure that he/ she joins the company on the date required failing which the institute will not give the student any recommendation letter and such student will be black-listed from the placement cell.

4. Students selected from the Campus are bound to accept the first offer made by the company failing to which the student will be excluded from further placement procedures.

5. It is the responsibility of the students to keep themselves informed about all placement activities going on in the Institute.

6. Once the interview schedule is fixed, it is mandatory for the students to attend the interview.

7. In case the candidate is unable to attend the interview, he/she needs to inform the Institute/ Placement Coordinator (formal letter /e-mail) 48 hours prior to the schedule time of the interview.

8. The students who don't attend the interview due to health grounds will have to submit a certificate from the doctor citing the reasons for the absence.

9. If the candidate is unable to attend the interview without any form of communication to the Institute/Placement Coordinator then the necessary assistance will not be provided by the institute for the future assignments.

10. If a particular candidate is selected in a company through campus placement procedure, the CV of that candidate will not be forwarded to any other company thereafter.

11. If the candidate has appeared for the interview and the outcome is not known then, the CV can be forwarded to another company.

12. Participation in all quasi- academic activities is compulsory. Default may result in debarring from placement activity.

13. Follow all the rules regarding appearing for an Interview.

14. Present yourself in neat and pressed formal dress with tie and polished formal shoes. Nails ought tobe trimmed.

15. Report at the placement centre 30 minutes before the interview starts.

16. Keep an updated copy of your resume with you.

17. Keep sufficient number (min 2 copies) of your documents/ certificates/ photographs ready arrangedin order.

18. Unless specifically asked to report later, students waiting for their tum should wait patiently at theplacement centre. You alone will be responsible if you miss your interview.

19. It is expected that the students have acquired all the relevant information about the scheduledcompany, sector and competitors prior to appearing for the interview sessions.

Code of conduct for the students Prior to the Campus Placements and during Campus Placements:

1. Prepare well for the campus placements and avoid being overconfident and complacent.

2. Give utmost importance to punctuality; reach the venue 30 minutes before the scheduled time.

3. Well-groomed and professionally dressed in formal wear during the entire process of the campus placements.

4. Display your identity card throughout the placement process.

5. Visit the websites of the recruiting companies to be well-aware of the recruiting companies. This willhelp you during HR interviews as there will be questions on this.

6. Remember that you are an ambassador of your Institute and you are expected to project a positive image of your Institute.

7. Three sets of your CV to be prepared. It should look impressive and be properly formatted andupdated.

Discipline during Pre-placement talk

The candidate must:

1.   Switch off his/her mobile phone.

2.   Sign on the attendance sheet that will be circulated on the day of campus placements at our institute and also at other institutes during the pool campus.

3.   Be serious and attentive during the pre-placement talk.

4.   Maintain silence during the pre-placement talk and do not engage in side-talk with fellow candidates.

5.   Make a note of important points mentioned. There will be questions during the HR interviewson what has been told during the pre-placement talk.

6.   If the company speakers encourage you to ask questions at the end of the talk, communicate ina responsible and intelligent manner.

7.   Clarify doubts (if any) only at the end of pre-placement talk and do not interrupt the speakers during the pre-placement talk.

8.   Do not approach the company HR personnel directly. Always approach the college placement officer for any reason before and after the campus placements.

During the Aptitude and Technical Tests

The candidate must:

1.   Switch off his/her mobile phones.

2.   Be seated in the classrooms quietly till the team comes to conduct the aptitude test or technicaltest.

3.   Strictly avoid malpractices (like copying, discussing) during the tests.

4.   Do not get into any arguments for any reason with the supervisor/company representativepresent in the classroom.

5.   Carefully listen to and comply with all instructions given by the person conducting the test.

6.   Be present at the stipulated time of declaration of results of the aptitude test, group discussion and the final selection.

Post Placement Activities:

1.   Immediately after coming out of the interview room, write down the questions that were askedon the perforated sheet of the student diary and submit the same in the placement cell. This will help create a question bank for guiding your juniors.

2.   Once selected by a company for a job, you will be ineligible for appearing for further placement.

Contribution expected from students:

1.   Students will not only act as brand ambassadors of PHCASC but will also contribute effectively to strengthen its brand image. Therefore, students, both the existing as well as alumni, are expected to conduct, both, within and outside the campus, in a manner which will set examples to others by demonstrating their worthiness and capability within the community, and in the affairs of the country.

2.   Students must understand that all tangible as well as intangible assets of the Institute areprecious and need to be effectively used, preserved and maintained with utmost care.

7. Life and Culture at PHCASC-

Overview - Sports andRecreation

At PHCASC, our major effort is spent to inculcate in children the right attitude towards learning, abilities to excel in life along with focused efforts and hard work to excel in the academic pursuits. Students are also expected to develop their overall personality by participating in social and cultural activities. The objective is to foster leadership and nation building traits in them.
Sports enthusiasts at PHCASC can look forward to intra-college events, to external events andcompetitions. The institute is equipped with a number of indoor and outdoor sports facilities.

Gymkhana Activities

The institute's gym is equipped with facilities like treadmills, cross-trainer, abdominal machine, dumbbells and gravity expansion. Students can vent their energy in the gym to break free from routine postures.

Industrial visit/Field Trips

Industrial visits are arranged to the relevant industries to expose the students to the real world of application, arranged in the 6th semester by every Department/Programme. This provides them with an opportunityto network, understand and appreciate the applications of theoretical knowledge which they have gathered.

Community Service

The community service is introduced to inculcate compassion and empathy in the students for the less privileged sections of our society, and to develop understanding for the hardships and difficulties different sections of Indian society experience. Observing community service day is an opportunity for the students to spend time with the children from the orphanages and people from old age homes. The   students serve them food, give clothes, study material, etc. These gestures evoke feelings of generosity, goodwill, and an understanding of our shared humanity in the students of PHCASC.

Uber Rang

Mahatma Education Society celebrates 'UberRang ', the Annual Talent Show of MES, as a part of community service, every year at Dr. K. M. Vasudevan Pillai Campus, Panvel.

Euforia

Euforia is the three days' annual cultural extravaganza of PHCASC. Everybody looks forward to it in anticipation as it offers a platform to students for unleashing their talent and creativity.

Student Counseling

To help a student cope with stress, professional counselors are available at the Institute for sessions and meetings with students. Such sessions and meetings are strictly private and confidential. The faculty advisors also wield the role of personal counselor with whom students can disclose their personal problems.

Training and Placement Cell at PHCASC

The Training & Placement Cell of PHCASC helps the student to explore placement opportunities to have a kick- start in their career. The cell conducts training activities for the students focusing on soft skills, career planning, personality development, Industry- Institute Interaction (with expert from industry), campus placements, and entrepreneurship development. Continuous interaction of the cell with the Alumni also plays a very important role in achieving its goals.

The Placement Officer explains career prospects, preparation and career development activities. Personality development programmes also have been arranged under the guidance of Placement Cell.

Mentorship

A batch of 30 to 35 students are put under the charge of a faculty advisor who monitors the academic progress of the batch and for any aberration in their progress in academic pursuits; some needy students are given intensive counseling by the faculty of the department and from external experts. Professional counseling is given by the college placement officer on a regular basis and experts from the industry are invited to brief and guide the students.

The institution has a well-structured and mentoring programme which is called 'Tri Variate Mentoring'. Mentor-Mentee Mode (MMM), Mentoring through Peer Groups (MPG), and Vertical Mentoring (VM) are the three levels of mentoring designed and followed for the holistic development of the students.

Library

PHCASC Library serves the information needs of the faculty members and the students of the institution. The library is fully automated using Koha Library Management Software.
All the books are bar-coded in the library and laser scanners are used in the circulation counter for book transactions. 6000 + electronic Journals are available including MOODLE Libspace virtual library, etc., 13 print journals and magazines, 199000+ e-books, and 49 videos and web courses are in the library to cater to the knowledge needs of the students and teachers effectively.

Hostel

Well-furnished and supervised hostel facilities are available for boys and girls near the college. Facilities such as Canteen, Daily Cleaning Service, 24/7 Security Personnel and CCTV, Fast Wifi Connection are also available to the students. Another facility is the caring student community which exists in every Pillai Hostel.

College Cafeteria

College has a spacious canteen on the campus offering all range of healthy, tasty and hygienic food at a reasonable price.

Transport Facility

Bus facility is available for the students from Uran, Poynad/ Pezari, Pen and Alibag on all working days. A Pass will be issued to the students to use PHCASC transport facilities after paying the prescribed bus fee.

ADD ON /CERTIFICATE PROGRAMME POLICY (Amended in A.Y. 2021-22)

REGISTRATION

1. Students are expected to register and successfully complete at least one of the Add-on /Certificate programmes offered during that academic year.

2. Approval is required for the designed In- house Add-on /Certificate programme from the Principal/Management.

3. Once the Principal/Management approves the proposal, the college conducts the add on courses as per set timetable for minimum of 30 contact hours.

4. The college also offers add on courses/ certificate programmes in collaboration with institutions national repute.

AIMS AND OBJECTIVES

1. Certificate programs can become a significant tool in achieving our mission of education for all. Many students need short Add-on/Certificate programmes for the enhancement of employability skills, professional development, career advancement, re-tooling, or personal interest. Certificate programs may serve as stepping-stones for students who later move into employment/start-up or entrepreneurship.

2. Add on/ Certificate Programmes will be of career-oriented or interdisciplinary career-oriented courses with the aim to offer aid to employability prospects, therefore the regulator introduced what is known as the Add-on Programmes, which, as the name suggests, allow students to supplement degree programmes with a shorter, practical and industry-focused certificate and diploma programmes.

3. Every programme has to conduct add on/ certificate programme which is in compliance with the suggestions given by the students in their academic feedback. The objective is to enhance skill sets of the students by providing additional knowledge on their topic of interest.

STRUCTURE

1. According to the framework suggested by the UGC, our college which is affiliated to University of Mumbai conducts Non- Credit Add on/certificate programmes.

2. The Add-on/Certificate Programme syllabus comprise theory and practical sessions (Project work/Hand–on–training/ Assignments). The students get an opportunity to possess additional skills to those attained through their core field of study.

3. The College has the autonomy to choose which Add-on programmes to offer; however, they must be done with approval from, and in consultation with the Principal/ Management.

4. The college is also responsible for framing the syllabus for the In-house Add-on programmes. Colleges may also seek collaboration from industry/service organizations and non-governmental organizations as well as individuals for the development of the programmes, their design, course content, instruction, and implementation methodology.

5. The syllabus should clearly indicate the distribution of time allotted for lectures, practical, fieldwork, project work, and internship training, as per the requisite of the programme offered.

6. Programme can be taught by college faculty, faculty collaborating institutions, guest faculty from other institutions and allied organizations, in addition to experts in the field.

7. For online/offline/blended, the attendance records are maintained.