



**TILAK EDUCATION SOCIETY'S
J.K. COLLEGE OF SCIENCE & COMMERCE**
(Affiliated to University of Mumbai)
(Recognized by Govt. of Maharashtra)



**Plot no. 22, Sector 5, Ghansoli
Navi Mumbai 400 701
Ph: (022) 27550033; 9833026278
Website: <https://www.jkc.ac.in>
Email: jkcollege@jkc.ac.in**

STUDENTS' HANDBOOK

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I. The Preamble of the Code

All students pursuing various courses at Tilak Education Society's J.K College of Science & Commerce (hereinafter called the 'college') are expected to follow the standard procedures and practices in this handbook. In addition to complying with this Code of Conduct and Ethics, students must be aware of the rights and responsibilities flowing from it. Through the enforcement of this Code, the college strives to establish and administer an egalitarian, conscientious, effective and expeditious discipline process for students. Through the use of this system, students are encouraged to grow as individuals and collectively responsible citizens. We strongly recommend that all students become familiar with this Code, which can also be found on the college's official website.

II. About Tilak Education Society (TES)

Tilak Education Society was established in 1984 with the aim of promoting education in the city of Navi Mumbai. It was registered under the Societies Act and also registered as an Educational Trust under Public Trust Act 1950. The society was founded by two former government college lecturers Shri J.N. Kurup and Late Smt. Sarada Kurup with an aim of providing quality education which would be affordable to the masses. They, along with other academicians, started this society with humble beginnings from a small room in the newly conceived satellite city of Navi Mumbai. It was their persistence against all odds and hard work that has made the society what it is today! Since the last 39 years, the society has been focussing on the holistic development of its students through its various branches. Today, the society runs 16 institutions in its four campuses in Navi Mumbai and Thane catering to the educational needs of over 10,000 students. The society provides courses from kindergarten to post- graduation with schools and junior colleges with Maharashtra board and CBSE curriculum and graduation courses in Arts, Science and Commerce affiliated to University of Mumbai. It is largely due to the efforts of staff and faith and support of our parents and well-wishers that Tilak Education Society is a trusted name in the field of education. Our consistent results and growth of our students bear testament to this fact.

III. About J.K. College of Science & Commerce (JKCSC)

J. K. College of Science & Commerce, was established in 2009. The institution has state-of-the-art infrastructure and is committed to quality and excellence. Further the institution strives its students to be highly competitive at the global level and thereby, make them proud citizens of the country. The institution imparts education in the field of Business Management, Commerce, Computer Sciences and Information Technology.

Vision:

“To have a comprehensive approach to education, encompassing not only academic growth but also personal, social and leadership development”.

Mission:

- To be at the forefront of educational practices and methodologies, constantly exploring innovative approaches to enhance the learning experience of the students.
- To adopt new technologies, implementing progressive and participative teaching methods, and creating newer programmes and opportunities for students.
- To nurture all aspects of a students’ growth, including the intellectual, emotional, physical, social and ethical dimensions.
- To cultivate skills and qualities necessary for leadership roles which include critical thinking, problem-solving, decision making, communication and collaboration.
- To inculcate the qualities and competencies required to bring about a positive change and contribute to the growth and progress of the national with a global perspective.

Objectives

To be one of the pioneer institutions providing best practices in:

- Research
- Employability
- Entrepreneurship
- Philanthropy

Leadership

SHRI. J.N. KURUP



(Founder Chairman)

M.A; M.Ed.; Dip. V. G.

Tilak Education Society was founded in 1984 to provide holistic education with Indian Orientation. Continuous pursuits of excellence have been the foundation stone of our Institution work culture. It is our responsive strategy, carefully drawn-out plans, total commitment and dedication that has helped us to attain unhampered growth, meritorious success and recognition as some of the best educational institutes in Navi Mumbai. We cannot, of course, achieve all we aspire to without the blessing of God Almighty, along with the active support of our parents. We hope that the Almighty will always guide and inspire us to achieve greater heights of excellence.

DR. ARUN JANARDHAN



(DIRECTOR)

B.E, M.M.S(H.R.) Ph.D.

Tilak Education Society was registered on 21st September 1984 under the Societies Act of 1860 and Bombay Public Trust Act 1950. The prime objective of the society is to provide all facilities to the children of the area to enhance their studies in the most congenial atmosphere. The society strongly believes that investment in quality care and education for young minds represent a significant investment in the future well -being of the society. The society has all along kept pace with the steadily increasing need of education at all levels. i.e. from nursery to college level. Owing to the vision and tireless efforts of its members and the unstinted support of its well -wishers, the society is able to develop many institutions from nursery to college level for the requirement of different sections and linguistic people.

Our institution aims to provide the best for all the young people of varied abilities, encouraging them to achieve standards of excellence in all spheres of activities, from academic to sport and aesthetics to practical.

DR. SHRADDHA BHOME



**Principal
M.Com, M. Phil, Ph.D.**

Tilak Education Society's J.K. College of Science and Commerce, focuses mainly on providing youth with an opportunity to discover their inner potential. In order to create a successful global citizen, we strive to provide top-quality education coupled with holistic growth for every student. We strive to provide ample opportunities for students to innovate and think critically in today's dynamic world in which new technological innovations are emerging every moment.

The college has made great progress by instilling a value-based education in its students that is synergized with modern teaching-learning technologies to produce a generation of well informed and emotionally sound students. We

will continue to provide a platform of holistic learning to the young generation of learners in the future with elevated enthusiasm and determination.

It is the highly experienced team of professionals at TES who put a lot of effort into mentoring each student, appreciating their achievements, and encouraging them to increase their abilities. Teachers have equal opportunities to reinvent their teaching methods based on Bloom's Taxonomy and National Education Policy 2020. Quote dictum holds true to us that we are *“Marching Towards World Class Education accommodating all strata of demography.”*

IV. Courses offered

1. Undergraduate Degree Courses.

- a. Bachelor in Commerce (B. Com)
- b. Bachelor in Commerce Accounting and Finance (B. Com A/F)
- c. Bachelor in Banking and Insurance (B.B.I)
- d. Bachelor in Management Studies (B.M.S)
- e. Bachelor in Arts Mass Media and Communication (BAMMC)
- f. Bachelor in Science Information & Technology (B.Sc. IT)
- g. Bachelor in Science Computer Science (B.Sc. C.S)

2. Centre for Skill Development.

- a. Certificate course in Personality Development
- b. Certificate course for Competitive exam training.
- c. Certificate course in Tally
- d. Certificate course in GST
- e. Certificate course in Digital Marketing
- f. Certificate course in Data Analytics

V. The Jurisdiction of the Code

Students affiliated with / enrolled with the college are subject to the college's jurisdiction and all acts of misconduct, including incidents of ragging, shall be taken into consideration by the college on campus or in connection with college-related activities and functions.

As if the conduct had occurred on campus, the college may also exercise jurisdiction over conduct that occurs off campus that violates the ideals of student conduct and discipline outlined in this Policy and other regulations, including:

1. If a student violates the Sexual Harassment Policy of the college against another student.
2. The act of physically assaulting, threatening, or endangering any person, including other college students;
3. The act of mentally or emotionally assaulting, threatening, or endangering any person, including other college students;
4. Possession or use of weapons, explosives, or destructive devices off / and on campus.
5. Manufacture, sale, distribution, or promoting the use of prohibited drugs, alcohol, etc.
6. Conduct that has a negative impact or constitutes a nuisance to members of the surrounding off-campus/ and on-campus community.

A decision made by the college regarding exercise of off-campus jurisdiction in the situations outlined hereinabove will be based on the seriousness of the alleged offence, the risk of harm, the victim/(s) being a member of the campus community, and/or whether the off-campus conduct is part of a series of actions that have occurred both on and off-campus.

VIII. General Code of Conduct and Ethics

The Code applies to the conduct of students on college premises, including university-sponsored events, functions hosted by student organisations, as well as any off-campus conduct that has or may have severe consequences or adverse effects on college interests or reputation in any way.

1. Attendance:

At the time of admission to the college, each student must sign a statement accepting this Code and must give an undertaking that:

- a. In order to complete his/her studies at the college, the student must be regular throughout all lectures.
- b. Students who are forced to discontinue their studies for a legitimate reason may be relieved from the college by submitting a detailed request letter explaining the reason for discontinuing their studies, which must be approved by the college's management authorities in writing. As a result of such relieving, the student shall be required to clear all the pending college dues if any, and if a student had joined the college on a scholarship, the said grant shall stand revoked.
- c. According to the college's timetable, students must attend lectures, tutorials, practical, seminars, vivas, presentations, examinations etc. As per University ordinance O.6086, (ref: <http://archive.mu.ac.in/syllabus/O.6086%20attendance%20for%20learners.pdf>) every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his/her enrolment, only if he/she fulfill at least 75% of the attendance taken as averages of the total number of lectures, practicals, tutorial, etc.
- d. If a student fails to fulfill his/her attendance requirements, his/her terms will not be granted and he/she will not be permitted to appear for the Semester end examination and his/her performance if any, during the terms/s will be treated as null and void OR will not grant admission for the following year OR may not be granted the preferred optional subjects.
- e. As of the beginning of the second term of the academic year, students whose attendance is unsatisfactory in the first term will not be retained on the college general roll number list. Attendance defaulter students may be given conditional admission during term II of the year wherein his/her admission is confirmed only if he/she is regular and meets the required attendance during the said period.
- f. Attendance Defaulters' lists will be posted on the College website and notice boards in the first week of each month. The concerned faculty may summon

parents/guardians to seek an explanation and make them aware of the rules regarding minimum attendance and warn them of the consequences if they fail to comply.

- g. Unless the Principal/Vice Principal/Co-ordinator /Class teacher has given permission, no learner may be absent from lecture, practical, or tutorial. In the case of continued absenteeism, either with or without permission, they may be considered as attendance defaulters.
- h. If the student has been ill for a long period of time, they will not be entitled to attendance, and they must make up the missed class time by attending every class period, failing which they may not be allowed to keep the term.

2. Sexual Harassment

The college's policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply to the students of the college which can be accessed and reviewed by the students at <http://www.shebox.nic.in/home/notification> at Ministry of Women and Child education website. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition will be punishable under Prevention and Prohibition of Sexual Harassment at workplace Act, 2016.

Students who have been the victims of any form of violence, abuse or harassment, including sexual violence, sexual assault, threats of violence or harassment can seek the help of **Student Grievance Cell**. This Cell will offer an appropriate support and also help report any issues as appropriate. Students should also make a complaint if

appropriate and guidance on how to deal with these issues as set out. Students who wish to make a complaint about the behaviour of staff or students of the JKCS should submit a complaint to the Student Grievance Cell.

3. Expected Institutional Behaviour:

The college believes in promoting a safe, positive and efficient climate by enforcing behavioural standards. All students must uphold respect for all persons and their rights and safeguard the property and safety of others in the campus.

- a. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the college's interests and reputation substantially. The various forms of misconduct include:
- b. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, sexual orientation, marital or family status, physical or mental disability, gender identity, etc. is liable for punishment.
- c. Participating in activities including, organizing meetings and processions without permission from the college. Accepting membership of religious or terrorist groups banned by the college/Government of India is liable for punishment.
- d. Unauthorised possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy or use of harmful chemicals and banned drugs is liable for punishment.
- e. Students should follow the schedule of lectures, examinations, and all the activities judiciously. Students should be present inside the classroom before 5 minutes of lectures and in the exam hall 10 minutes before the commencement of the examination.

4. Safety & Security:

- a. Students are expected not to interact, on behalf of the college, with media representatives or invite media persons to the campus without the permission of the college authorities.

- b. Students are not permitted to provide audio and video clippings of any activity on the campus to the media without prior permission.
- c. Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the college on social media or indulge in any such related activities having grave ramifications on the reputation of the college.
- d. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent is liable for punishment.
- e. It is the responsibility of JKCS to ensure that the campus is a safe and secure place for students and staff to work and study, as far as is reasonably practical. In addition to complying with reasonable instructions from staff members, students must adhere to institute safety regulations.
- f. CCTV cameras have been installed at locations such as entry and exit gates of the campus, every floor entrance, exit, library, office, IT Laboratories etc. Students found involved in any misconduct such as theft etc. will be dealt with strict disciplinary action and may be rusticated.
- g. Students should not take any action that endangers them or others. Students should comply promptly with any requests in the event of an emergency.

5. Responsibility towards Infrastructure.

Participating in activities including:

- a. Intentionally damaging or destroying college property or property of other students and/or faculty members is liable for punishment. Damage to, or destruction of, any property of the college, or any property of others on the college premises would be considered as a serious offence.
- b. Parking a vehicle in a no parking zone or in an area embarked for parking other types of vehicles and rash driving on the campus that may cause any inconvenience to others is liable for punishment.

- c. Any disruptive activity in a classroom or in an event sponsored by the college will have serious consequences.
- d. Unable to produce the identity card, issued by the college, or refusing to produce it on demand by campus security guards will call for punishment.
- e. Theft or unauthorised access to institutional or other resources will be considered a serious offence and is liable for punishment.
- f. Theft or abuse of the college computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorised entry, use, tamper, etc. of college 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.
- g. Students are expected to maintain cleanliness in the classroom and in the campus premises.
- h. Library timing is Monday to Saturday: 08.30am to 04.00 pm. Library facilities can be only availed if Institute ID card is presented by the student. Reference books, Magazines, Journals will not be issued. Students can issue one book for seven days. Students must check the books before they are issued. If books are damaged, they should be brought to the notice of the Library Staff. If the student damages or loses the book then he/she is liable to buy a new edition of the same title and author and have to be submitted back with the permission of the librarian. Late return fine in respect of books will be Rs. 8 per day. Students are not allowed to bring any bags/folders to the library. Eating/Group Discussion/Usage of Mobile is prohibited in the library. Students should not keep any valuables on the library racks. Library staff or management will not be responsible for any theft of such items. Students should not demand at the counter any materials such as a pen, pencil, stapler, blank sheet, etc. for their utility. The computers provided in the library have to be used only for reading, research purposes; it should not be used for any socialisation purpose.
- i. Laboratory facilities will be available to those students who are reporting for the required laboratory sessions on time. All laboratory equipment needs to be handled with care by the students. Students must intimate the faculty laboratory assistant of any accidental breakages or malfunctioning equipment immediately and as and

when it is noticed. Any damage caused to equipment/machinery/appliances will be recovered by the Institution from the concerned student/students. Students should adhere to the instructions given by the faculty/laboratory technician during the laboratory class. 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. Students absent from 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.

6. Anti-Smoking, Anti-Drugs & Anti-Alcohol.

- a. Participating in activities including: possessing, consuming, distributing, selling of alcohol in the college and/or throwing empty bottles on the campus of the college will be liable for punishments.
- b. Smoking is prohibited inside any building operated by the JKCSC (including corridors, foyers, toilets and entrances etc). Smoking is prohibited in any public place of the campus.
- c. Student/Students must not take or supply illegal drugs on campus. Drugs found in students' possession will be confiscated and students will be suspended for his/her actions.
- d. Any student causing a nuisance or engaging in disruptive behaviour as a result of taking illegal drugs or alcohol may be asked to leave the premises and disciplinary action will be taken against them.

7. Discipline:

Participating in activities including but not exclusively:

- A. Not disclosing a pre-existing health condition, either physical or psychological, to the Counsellor which may cause hindrance to academic progress is liable for punishment.
- B. Misbehaviour during regular lectures, seminars, conferences, or events sponsored by the college.

- C. 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 at the college.
- D. Audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- E. Behaviour which causes fear or distress to others, such as abusive, threatening, or unreasonable behaviour.
- F. Sexual violence, abuse or harassment.
- G. Racist activity or behaviour.
- H. Damage to College property or the property of any student or member of staff;
- I. Any action likely to cause injury to any person or impairing the safety of the premises; including fighting on JKCSC premises.
- J. Conduct that interferes with the academic or administrative activities of the JKCSC, such as disruption of teaching, research, examinations, working of staff and other campus services.
- K. Falsification or misuse of qualifications including JKCSC records, including award certificates.
- L. Misappropriation or misuse of JKCSC funds or assets or those of others.
- M. False pretence or impersonation of others within or without the college, in connection with academic attainments or financial awards.
- N. Offering, promising, giving, receiving or soliciting a financial, academic or other advantage or favour as a means to influencing the actions of others.
- O. Conduct, either on or off campus, which brings the JKCSC into disrepute.
- P. The students are expected to be in the class 5 minutes before the scheduled time of the session.
- Q. It is strictly prohibited to use a cell phone in the classroom for speaking, texting, etc.
- R. It is not permitted to use laptops in the classroom for anything other than the requirement of the current session.
- S. The class must observe academic decorum, such as discipline, silence, and courtesy.
- T. A student may not enter or leave a class without the faculty's consent.
- U. The class is strictly prohibited from eating or drinking while the session is in progress without permission from the in-charge faculty.

8. Placement Norms & Code of Conduct.

8.1. Pre-Placement Norms:

- a. Prepare well for the campus placements and avoid being overconfident and complacent.
- b. Give utmost importance to punctuality; reach the venue 30 minutes before the scheduled time.
- c. Be well-groomed and professionally dressed in formal wear during the entire process of the campus placements.
- d. Display your identity card throughout the placement process.
- e. Visit the websites of the recruiting companies to be well-aware of the recruiting companies. This will help you during HR interviews as there will be questions on this.
- f. Remember that you are an ambassador for your Institute and you are expected to project a positive image of your Institute.
- g. Three sets of your résumé are to be prepared. It should look impressive and be properly formatted and updated.

8. 2. Placement Norms:

- a. 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 program.
- b. Once an intimation regarding placements is received from the interested organisation, a detailed information sheet with reference to company profile / job description, CTC etc will be sent to the organisation. The received information sheet will be mailed to the student's mail 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.
- c. After accepting an offer, the student must ensure that he / she joins the company on the date required failing to which the institute will not give the student any recommendation letter and such student will be blacklisted from the placement cell.
- d. 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.

- e. It is the responsibility of the students to keep themselves informed about all placement activities going on in the Institute.
- f. Once the interview schedule is fixed, it is mandatory for the students to attend the interview.
- g. 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 scheduled time of the interview.
- h. 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 non- attendance.
- i. 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.
- j. 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.
- k. If the candidate has appeared for the interview and the outcome is not known then, the CV can be forwarded to another company.
- l. Participation in all quasi- academic activities is compulsory. Default may result in debarring from placement activity.
- m. To appear for an Interview, present yourself in a neat and pressed formal dress with tie and polished formal shoes. Nails ought to be trimmed.
- n. Report at the placement centre 30 minutes before the interview starts.
- o. Students are supposed to keep an updated copy of their resume for an interview with sufficient numbers (min 2 copies) of your documents/ certificates/ photographs ready, arranged in order.
- p. Unless specifically asked to report later, students waiting for their turn should wait patiently at the placement centre. Students alone will be responsible if they miss their interview.
- q. It is expected that the students have acquired all the relevant information about the

scheduled company, sector and competitors prior to appearing for the interview sessions.

- r. Switch off your mobile phones or keep them in silent mode.
- s. Sign on the attendance sheet that will be circulated on the day of campus placements at our Institute and also at other institutes during pool campus.
- t. Be serious and attentive during the pre-placement talk.
- u. Maintain silence during the pre-placement talk and do not engage in side-talk with fellow candidates.
- v. Make a note of the important points mentioned. There will be questions during the HR interviews on what has been told during the pre-placement talk.
- w. If the company speakers encourage you to ask questions at the end of the talk, communicate responsibly and intelligently.
- x. Clarify doubts (if any) only at the end of the pre-placement talk and do not interrupt the speakers during the pre-placement talk.
- y. Do not approach the company HR personnel directly. Always approach the college placement officer for any reason before and after the campus placements.

8. 3. After the conclusion of placement activities

1. Immediately after coming out of the interview room, write down the questions that were asked on the perforated sheet of the student diary and submit the same in the placement cell. This will help create a question bank for guiding the junior students.
2. Once selected by a company for a job, the student will not be eligible for further placement in the interest of other students.

8. 4. Contribution expected from students

1. Students will not only act as Brand Ambassadors of JKCSC 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 that 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

are precious and need to be effectively used, preserved, and maintained with utmost care.

9. **Dress Code:** The students are expected to dress modestly and wear decent clothes.

IV. Breach of Code of Conduct

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action which shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

A. **WARNING:**

Deliberating that any further actions of misconduct will result in severe disciplinary action against the delinquent student.

B. **RESTRICTIONS:**

The student is reprimanded and restricted from accessing various college facilities for a set period of time. To be extended if necessary for a specified period. It is possible, however, to experience severe disciplinary action, including suspension or expulsion, if any further misconduct occurs and any conditions imposed are not met.

C. **COMMUNITY SERVICE:**

The committee is equipped with authority to punish the student with social and community service activities.

D. **EXPULSION:**

This entails permanent expulsion of a student from the college, indicating prohibition from entering the college premises or participating in any student related activities or campus residences etc.

E. **MONETARY PENALTY:**

This may also include suspension or forfeiture of scholarship/fellowship for a specific time period. Any damage to the institutional property or other students' property, a fine will be

imposed of the total cost of replacement of asset or replacement of the asset damaged due to his/her actions.

F. SUSPENSION:

A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various college facilities unless permission is obtained from the Principal. Suspension, may also follow by possible dismissal, along with the following additional penalties. Ineligibility to reapply for admission to the college for a period of three years, and withholding the grade card or certificate for the courses studied or work carried out in the college.

G. APPEAL:

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the principal. The principal may decide on one of the following:

1. Accept the recommendation of the committee and impose the punishment as suggested by the Committee.
Or
2. Modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct,
Or
3. Refer the case back to the committee for reconsideration.

In any case the Principal's decision is final and binding in all the cases where there is a possible misconduct by a student.

V. Academic Integrity

As a premier institution of education, the college values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct during assessment, examinations and research. The college believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged.

Academic integrity is essential for the success of the college and its academic and research missions, and hence, violations of academic integrity constitute a serious offence.

1. Scope and Purpose of the policy:

- a. This Policy on academic integrity, which forms an integral part of the code, applies to all students of the college and are required to adhere to the said policy. The purpose of the policy is two-fold: To clarify the principles of academic integrity & to provide examples of dishonest conduct and violations of academic integrity. NOTE: These examples are only illustrative, NOT exhaustive.
- b. Failure to uphold these principles of academic integrity threatens both the reputation of the college and University and the value of the degrees awarded to its students. Every member of the college and University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.
- c. The principles of academic integrity require that a student properly acknowledges and cites use of the ideas, results, material or words of others, properly acknowledges all contributors to a given piece of work, makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration, obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions, treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

Violations of this policy include, but are not limited to:

2. **Plagiarism** means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

- i. Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- ii. Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc. without disclosure.

- iii. Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- iv. Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- v. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- vi. Paraphrasing or changing an author's words or style without citation.

3. **Cheating:** Cheating includes, but is not limited to:

- i. Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts. No mobile phones will be allowed during exams. Nothing should be written on the body, scale, calculators, pencils, eraser, etc. Nothing should be written on the question paper. Talking to other students while in the Examination Hall is not permitted. Use of any unfair means during the examination is strictly prohibited.
- ii. Allowing or facilitating copying, or writing a report or taking examinations for someone else.
- iii. Using unauthorised material, copying, collaborating when not authorised, and purchasing or borrowing papers or material from various sources.
- iv. Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- v. Creating sources, or citations that do not exist.
- vi. Altering previously evaluated and re-submitting the work for re-evaluation.
- vii. Signing another student's name on an assignment, report, research paper, project work or attendance sheet.

4. **Bribing:** The offering, giving, receiving, or soliciting of any materials, items, or services of value to gain academic advantage for yourself or another is punishable.

5. **Misinterpretation:** Any act or omission with intent to deceive an instructor for

academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your work unless expressly allowed by the instructor; lying to an instructor to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

6. **Conspiracy and Collusion:** The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.
7. **Fabrication:** The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic professional advantage; the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects or internships. Examples include: Citing information not taken from the source indicated, listing sources in a works cited or reference not used in the academic exercise, inventing data or source information for research or other academic exercises, submitting any academic exercise as one's own (e.g. written or oral work, sculpture, computer program, etc.) prepared totally or in part by another, including online sources and taking a test for someone else or permitting someone else to take a test for you.
8. **Academic misconduct:** The intentional violation of Institute policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include: Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers, asking or bribing any other person to obtain a test or any information about a test. Mis-representing the truth, including handing in computer programs or using computer programs generated by another as one's work; lying to an instructor to increase a grade, and lying or misrepresenting facts when

confronted with an allegation of academic dishonesty. Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the Institute which relate to grades.

9. **Disruptive behaviour:** Each student's and faculty's behaviour in the classroom is expected to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No student has the right to interfere with the teaching/learning process, including the posting of inappropriate materials on chat rooms or course sites. The instructor has the authority to ask a disruptive student to leave the classroom, lab, or Web course and to file disciplinary charges if disruptive behaviour continues. Cell phones and beepers must not disturb the class. All these activities constitute academic malpractice and can be punished using one or more of the given examples, getting a zero score on the assignment/assignments, getting a zero score in the coursework, suspension from the attending classes/institute, withholding results, expulsion from the institute. Turn off the electronic devices when entering the classroom.

VI ANTI-RAGGING

The college has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the college and the students are requested kindly to read and acknowledge the regulations. Link to anti-ragging undertaking-

https://www.antiragging.in/affidavit_registration_disclaimer.html

1. Ragging constitutes one or more of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e. Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f. Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g. Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- i. Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

2. ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Principal and headed by students' affairs advisors shall examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident. The committee shall be headed by students' affairs advisors, and can have as its members, the Deans, Student Counsellors, Faculty Advisors, Chairperson of the concerned Department.

3. ANTI-RAGGING SQUAD:

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the college. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

4. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a. Suspension from attending classes and academic privileges.
- b. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c. Debarring from appearing in any test/ examination or other evaluation process.
- d. Withholding results.
- e. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meetings to present his/her research work.
- f. Suspension/ expulsion from the hostels and mess.
- g. Cancellation of admission.
- h. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i. In cases where the persons committing or abetting the act of ragging are not identified, the college shall resort to collective punishment.
- j. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the college with the local police authorities. The Anti-Ragging Committee of the college shall take appropriate decisions, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

5. An Appeal against any of the orders of punishment enumerated hereinabove shall lie to: i) In case of an order of an institution, affiliated to or constituent part, of the college, to the Principal of the college.

VIII STUDENT GRIEVANCE PROCEDURE

Any student of the college aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the **Grievance Redressal Cell** at the college. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. The said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

IX STUDENT PARTICIPATION IN GOVERNANCE

As students are members of the Institute campus, they have a substantial interest in the governance of the Institute.

- The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making.
- Student participation is encouraged and must be strengthened through the involvement of students in all levels.
- Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.
- Student participation in institutional governance concerns student participation in academic self-governance.

- Student participation enhances the planning of academic policies that target the transformation of an institution's culture and improve students' learning outcomes.
- Students are more likely to understand the motives of the governing body's decisions or Institution's policies.
- The participation makes it easier for them to accept or object to the formal decisions of the university.

REFERENCES: <http://deanofstudents.ucsc.edu/student-conduct/student-handbook/pdf/120.0-policystudent-participation-governance.pdf>

[1] National Academy of Sciences article "On being a scientist,"
http://www.nap.edu/openbook.php?record_id=4917&page=R1

[2] <http://www.admin.cam.ac.uk/univ/plagiarism/>

[3] <http://www.aresearchguide.com/6plagiar.html>

[4] <https://www.indiana.edu/~tedfrick/plagiarism>

[5] <http://www.files.chem.vt.edu/chem-ed/ethics/index.html>

[6] http://www.ncusd203.org/central/html/where/plagiarism_stoppers.html

[7] <http://sja.ucdavis.edu/files/plagiarism.pdf>

[8] <http://web.mit.edu/academicintegrity/>

[9] <http://www.northwestern.edu/provost/students/integrity/>

[10] <http://www.ais.up.ac.za/plagiarism/websources.htm#info>

[11] <http://ori.dhhs.gov/>

[12] <http://www.scientificvalues.org/cases.html>

[13] The Indian College of Science https://iisc.ac.in/wp-content/uploads/2016/08/iisc_students-code-of-conduct.pdf



**TILAK EDUCATION SOCIETY'S
J.K. COLLEGE OF SCIENCE & COMMERCE**

Plot no. 22, Sector 5, Ghansoli 400 701
(Affiliated to University of Mumbai)

ANNEXURE I

PLEDGE SHEET BY THE STUDENT

I, _____ (full name of student with the allocated Roll Number) s/o d/o Mr./Mrs./Ms. _____, having been admitted to _____ (name of the department, class, division), have received or downloaded a copy of the Code of Conduct and Ethics of the Institution and have carefully read and fully understood the provisions contained in the said Regulations to be observed.

1. I am aware as to what constitutes ragging and sexual harassment.
2. I am fully aware of the penal and administrative action that is liable to be taken against me in case if I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aware and undertake that I will not indulge in any behaviour or act that may be constituted as ragging under clause of the Regulations.
4. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging and sexual harassment under clause of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and sexual harassment; and further affirm that,

in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

7. Along with the above- mentioned points I do hereby declare that I will obey the code of conduct of the institute and will not indulge in any kind of in-disciplined activity while in and out of the institution campus. I will be solely responsible for any kind of accident/mishap caused on account of the above mentioned in the regulation.

Declared this ___day of _____ month of _____year.

Signature of deponent with Name





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ANNEXURE II

PLEDGE SHEET BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of _____ (full name of student with college roll number), having been admitted to _____ (name of the department, class, division), have received or downloaded a copy of the code of conduct and Ethics of the Institution, carefully read and fully understood the provisions contained in the said Regulations.

1. I am aware as to what constitutes ragging and sexual harassment.
2. I am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging and sexual harassment activity, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that:
 - a. My ward will not indulge in any behaviour or act that may be constituted as ragging and sexual harassment activity under various clause of the Regulations.
 - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging and sexual harassment under clauses of the Regulations.
4. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
5. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a

conspiracy to promote, ragging and Sexual Harassment; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

6. Along with the above -mentioned points I do hereby declare that
 - a. My ward will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.
 - b. My ward will be solely responsible for any kind of accident/ mishap caused on account of the above -mentioned clauses.

Declared this _____ day of _____ month of _____ year.

Signature of deponent with full name

Residential Address:

Telephone/ Mobile No.:





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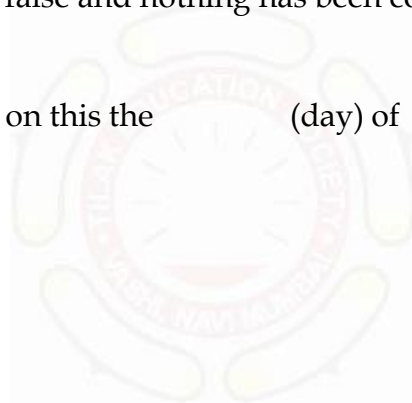
ANNEXURE III

PLEDGE SHEET BY PARENT/GUARDIAN

VERIFICATION

Verified that the contents mentioned in this pledge sheet are true to the best of my knowledge and no part of it is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month) , (year).



In-charge
Anti Ragging Cell

In-charge
Anti- sexual harassment and
Internal Complaints Committee

In-charge
Grievance Redressal Cell

Note: It is mandatory to submit this Pledge sheet to the institution, if you desire to register for the forthcoming academic session.